



Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

Board Clerk Use Only

Meeting Date: _____

Agenda Item #: _____

Est. Start Time: _____

Date Submitted: _____

Agenda Title: BUDGET MODIFICATION # DCM-10-16: Reclassifying 2 Finance Specialist 2 positions to Finance Specialist Sr in DCM F&RM/Accounts Payable

Requested Meeting Date: _____ **Time Needed:** Consent Agenda

Department: 72 - County Management **Division:** Finance & Risk Mgmt/
Accounts Payable

Contact(s): Mike Waddell

Phone: 503-988-4283 **Ext.** 84283 **I/O Address** 503/5/531

Presenter Name(s) & Title(s): Consent Agenda

General Information

1. What action are you requesting from the Board?

Requesting approval of the reclassification of two Finance Specialist 2 positions to Finance Specialist Sr, in DCM Central Accounts Payable, as recommended by HR Class Comp on Request #3210 and #3211

2. Please provide sufficient background information for the Board and the public to understand this issue. Please note which Program Offer this action affects and how it impacts the results.

Reclassification #3210: The audit process has evolved from a passive activity to an effective risk mitigation process by working closely with internal/external auditors, the accounting management team and department finance managers. This filled position provides leadership over planning, managing and coordinating the County-wide payable audit and special reporting projects. Duties include performing various auditing, reporting and fiscal management functions, including developing audit plans that ensure departments are in compliance; consulting with business managers and addressing internal controls or audit issues; performing complex research and analysis; identifying and addressing the needs for additional or improved internal controls and procedures; presenting audit findings to finance managers; providing coaching to correct audit issues; making recommendations to management regarding program measurements and evaluations; researching and implementing best practice procedures and leading staff in performing field audits and fiscal data analysis. This position acts as the subject matter expert for

the accounts payable process, provides training to staff and provides assistance and solutions in resolving complex technical issues.

Reclassification #3211: This filled position provides oversight and leadership for planning, managing and coordinating the County-wide Purchasing Card (Pcard) program. The County's program is unique from other jurisdictions in that the County can issue cards based on required special needs and consideration of employees, clients and vendors. The Procurement program has doubled in the last five (5) years, creating higher annual rebates, and increasing significantly in scope and complexity with the addition of ghost cards, ePayables, and the Multco Marketplace ghost cards. This position serves as the liaison and the authority between the County, multiple banks, and card issuers, countywide cardholders, fiscal staff, and department managers. The Administrator focuses on transaction analysis, card account monitoring, policy and procedure development, compliance review, instruction manual development, staff training and performs a variety of other reporting and fiscal management duties. This position monitors various ledger accounts, provides assistance and offers solutions on complex technical issues, monitors and protects the data integrity, and back-fills for other Central Accounts Payable functions.

3. Explain the fiscal impact (current year and ongoing).

The salary and benefits from these two reclassifications are to be covered within the DCM Finance & Risk Management / Central Accounts Payable program budget. The risk fund is increased by \$232.

In subsequent fiscal years the reclassified positions will be subject to approved cost of living adjustments (COLA) and step increases. It is anticipated that in subsequent fiscal years the financial impact of the reclassified positions will be funded within the department's budget.

4. Explain any legal and/or policy issues involved.

N/A

5. Explain any citizen or other government participation.

N/A

Budget Modification

6. What revenue is being changed and why? If the revenue is from a federal source, please list the Catalog of Federal Assistance Number (CFDA).

Insurance Fund revenue is increased by \$232

7. What budgets are increased/decreased?

Insurance Fund Claims budget is increased by \$232

Reclassification within budgeted resources in Program Offer #72002-16. An increase in budgeted costs for the two positions of \$4,427 is offset by a reductions in Travel & Training.

8. What do the changes accomplish?

Reclassification of two Finance Specialist 2 positions within DCM Finance & Risk Management, Central Accounts Payable to provide leadership over planning, managing and coordinating Countywide payable audits and special reporting projects, and the Countywide Purchasing Card program.

9. Do any personnel actions result from this budget modification?

Approve Class Comp Reclassification recommendations #3210 and #3211.

10. If a grant, is 100% of the central and department indirect recovered? If not, please explain why.

N/A

11. Is the revenue one-time-only in nature? Will the function be ongoing? What plans are in place to identify a sufficient ongoing funding stream?

N/A

12. If a grant, what period does the grant cover? When the grant expires, what are funding plans? Are there any particular stipulations required by the grant (e.g. cash match, in kind match, reporting requirements, etc)?

N/A

Required Signature

**Elected Official or
Dept. Director:** _____

Date: _____

Budget Analyst: _____

Date: _____

Department HR: _____

Date: _____

Countywide HR: _____

Date: _____