



**MULTNOMAH COUNTY  
AGENDA PLACEMENT REQUEST  
BUDGET MODIFICATION**

(revised 08/02/10)

<b>Board Clerk Use Only</b>	
<b>Meeting Date:</b>	<u>2/3/11</u>
<b>Agenda Item #:</b>	<u>C-6</u>
<b>Est. Start Time:</b>	<u>9:30 am</u>

**BUDGET MODIFICATION: DCS- 03**

**BUDGET MODIFICATION # DCS-03 Reclassifying a Finance Technician  
Agenda Position to a Finance Specialist 1 as Determined by the Class/Comp Unit of  
Title: Central Human Resources.**

*Note: For all other submissions (i.e. Notices of Intent, Ordinances, Resolutions, Orders or Proclamations) please use the APR short form.*

<b>Requested Meeting Date:</b>	<u>February 3, 2011</u>	<b>Amount of Time Needed:</b>	<u>Consent</u>
<b>Department:</b>	<u>Community Services</u>	<b>Division:</b>	<u>Budget and Operation Suppt</u>
<b>Contact(s):</b>	<u>Jerry Elliott</u>		
<b>Phone:</b>	<u>(503) 988-4624</u>	<b>Ext.</b>	<u>84624</u>
		<b>I/O Address:</b>	<u>455/2/224</u>
<b>Presenter Name(s) &amp; Title(s):</b>	<u>N/A</u>		

**General Information**

**1. What action are you requesting from the Board?**

The Department is requesting the Board approve a budget modification for the reclassification of a Finance Technician to a Finance Specialist 1 in the Budget and Operations Support division as determined by the Class/Comp Unit of Central Human Resources

**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.**

As a result of organization changes designed to improve the financial functions of this group, the responsibilities of this position have changed. Management requested the Class/Comp Unit of Central Human Resource to review the positions. After this review, the Class/Comp Unit of Central Human Resource determined the appropriate classification for this position is a Finance Specialist 1. This budget modification will change the budget to correctly classify this position and the incumbent.

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

**Budget Modification APR  
Submit to Board Clerk**

Budget modification detail is attached. This will increase the personnel expense budget in FY11. In future years this position will have increases due to COLA, step increases and increased benefit

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

None

**5. Explain any citizen and/or other government participation that has or will take place.**

N/A

## ATTACHMENT A

### Budget Modification

If the request is a **Budget Modification**, please answer **all** of the following in detail:

- **What revenue is being changed and why? If the revenue is from a federal source, please list the Catalog of Federal Assistance Number (CFDA).**  
No change to revenue.
- **What budgets are increased/decreased?**  
This budget modification will increase salaries, insurance and benefits by \$5,160. This increase is offset by an equivalent reduction to Supplies.
- **What do the changes accomplish?**  
This budget modification implements the results of the position classification as determined by the Class/Comp unit of Central Human Resources.
- **Do any personnel actions result from this budget modification? Explain.**  
Reclassification of position with the incumbent.
- **If a grant, is 100% of the central and department indirect recovered? If not, please explain why.**  
N/A
- **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
- **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 (i.e. cash match, in kind match, reporting requirements etc)?**  
N/A

*NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.*

## ATTACHMENT B

BUDGET MODIFICATION: DCS- 03

### Required Signatures

Elected Official  
or Department/  
Agency Director:



Date: 1/19/11

Jerry Elliot



Budget Analyst:

Ching Hay

Date: 1/19/11

Department HR:

/s/ Jerry D Petty

Date: 1/19/11



1/19/11

Countywide HR:

Candace J Busby

Date:

Budget Modification APR  
Submit to Board Clerk