



# Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS

AGENDA # C-3 DATE 9/15/16  
MARINA BAKER, ASST BOARD CLERK

## Board Clerk Use Only

Meeting Date: 9/15/16  
Agenda Item #: C.3  
Est. Start Time: 9:30 am  
Date Submitted: 9/2/16

**Agenda Title: BUDGET MODIFICATION # DCM-07-17: Reclassification of two new positions in DCM Business Services: Finance Specialist 1 and 2 (.5 FTE)**

Requested Meeting Date: September 15, 2016 Time Needed: \_\_\_\_\_

Department: 72 - County Management Division: \_\_\_\_\_

Contact(s): Debra Anderson, Travis Graves and Michael Vaughn

Phone: 503-988-6355 Ext. 86355 I/O Address 503/2

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

## General Information

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

Approval of reclassification of #3523 and #3424, as recommended by the Class Comp section of Central HR. An Office Assistant 2 is being reclassified to a Finance Specialist 1, and a 0.5 FTE Finance Specialist 1 is being reclassified to a .50 FTE Finance Specialist 2 in the Business Services section of Department of County Management with an effective date of August 25, 2016.

### 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.

For reclass #3523: This new FY17 position within DCM Business Services was adopted as an Office Assistant 2, and is submitted for classification to Finance Specialist 1. This position performs routine business services on behalf of all DCM divisions and programs, including accounts payable, travel and training support, mileage reimbursements, and budget development support.

For reclass #3524: This new FY17 position within DCM Business Services was adopted as a Finance Specialist 1 and is submitted for classification to Finance Specialist 2. This position performs complex financial duties on behalf of all DCM divisions and programs, including travel and training coordination, analytics and financial forecasting, auditing and reconciliation, and business process tracking and reporting.

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

This action will increase the salary and benefits for position 718043 by \$14,690 and move the position from Program Offer #72028-17 to Program Offer #72023-17. The increase will be covered with an offsetting decrease to the budgeted supplies. The current top step of the new classification is 34% higher than the current classification's top step. It is anticipated that in subsequent fiscal years the financial impact of the new classification will be funded within the department's budget.

This action will increase the salary and benefits for position 718040 by \$4,510 in Program Offer #72023-17. The increase will be covered with an offsetting decrease to the budgeted supplies. The current top step of the new classification is 16% higher than the current classification's top step. It is anticipated that in subsequent fiscal years the financial impact of the new classification will be funded within the department's budget.

These two reclassification's increase the Risk Fund by \$1,009.

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

None

**5. Explain any citizen or other government participation.**

None

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**Budget Modification**

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**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).**

Risk Fund increased by \$1,009 due to personnel budget changes.

**7. What budgets are increased/decreased?**

The Risk Fund increases by \$1,009.

**8. What do the changes accomplish?**

Reclassification.

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

NA

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

NA

**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?**

NA

**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)?**

NA

**Required Signature**

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**Elected Official or  
Dept. Director:** Marissa Madrigal /s/ **Date:** 8-31-16

**Budget Analyst:** Ching Hay /s/ **Date:** 9-02-16

**Department HR:** Susan Yee /s/ **Date:** 8-31-16

**Countywide HR:** Susan Mullett /s/ **Date:** 8-31-16

### Exp/Rev/FTE - Budget Modification

Budget Year: 2017

Budget Modification: DCM-07-17

#### Expenditures & Revenues

An increase in revenue is shown as a negative value and a decrease as a positive value for consistency with SAP.

Line No.	Program Offer Number	Fund Code	Fund Center	Func. Area	Cost Object	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
1	72020-17	3500	72-80	0020	705210	50316 - Svc Rmb Med/Dental	(77,654,486)	(77,655,495)	(1,009)	
2	72020-17	3500	72-80	0020	705210	60330 - Claims Paid	12,203,139	12,204,148	1,009	
<b>3500 Total</b>										<b>0</b>
<b>72-80 Total</b>										<b>0</b>
<b>Program Offer Number 72020-17 Total</b>										<b>0</b>
3	72023-17	1000	72-30	0020	706201	60000 - Permanent	729,313	774,160	44,847	
4	72023-17	1000	72-30	0020	706201	60130 - Salary Related Expns	247,514	261,285	13,771	
5	72023-17	1000	72-30	0020	706201	60140 - Insurance Benefits	200,940	217,942	17,002	
6	72023-17	1000	72-30	0020	706201	60240 - Supplies	85,742	66,542	(19,200)	
<b>1000 Total</b>										<b>56,420</b>
<b>72-30 Total</b>										<b>56,420</b>
<b>Program Offer Number 72023-17 Total</b>										<b>56,420</b>
7	72028-17	1000	72-30	0020	706202	60000 - Permanent	450,949	420,021	(30,928)	
8	72028-17	1000	72-30	0020	706202	60130 - Salary Related Expns	156,846	147,347	(9,499)	
9	72028-17	1000	72-30	0020	706202	60140 - Insurance Benefits	154,203	138,210	(15,993)	
<b>1000 Total</b>										<b>(56,420)</b>
<b>72-30 Total</b>										<b>(56,420)</b>
<b>Program Offer Number 72028-17 Total</b>										<b>(56,420)</b>

**Exp/Rev/FTE - Budget Modification**

Budget Year: 2017

Budget Modification: DCM-07-17

**Annualized Personnel Changes**

Change is shown on a full year basis even though this action affects only a part of the fiscal year (FY).

						Annualized				
Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
718040	6029	Finance Specialist 1		1000	706201	(0.50)	(22,678)	(6,965)	(10,200)	(39,843)
718040	6030	Finance Specialist 2		1000	706201	0.50	26,245	8,060	10,459	44,763
718043	6001	Office Assistant 2		1000	706202	(1.00)	(33,740)	(10,362)	(17,447)	(61,549)
718043	6029	Finance Specialist 1		1000	706201	1.00	45,357	13,929	18,289	77,575
<b>Total Annualized Changes:</b>						<b>0.00</b>	<b>\$15,184</b>	<b>\$4,661</b>	<b>\$1,101</b>	<b>\$20,946</b>

**Current Year Personnel Changes**

Cost/savings that will take place in this FY; these explain the actual dollar amounts being changed by this BudMod.

						Current Year				
Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
718040	6029	Finance Specialist 1		1000	706201	(0.46)	(20,788)	(6,385)	(9,350)	(36,523)
718040	6030	Finance Specialist 2		1000	706201	0.46	24,058	7,388	9,587	41,033
718043	6001	Office Assistant 2		1000	706202	(0.92)	(30,928)	(9,499)	(15,993)	(56,420)
718043	6029	Finance Specialist 1		1000	706201	0.92	41,577	12,768	16,765	71,110
<b>Total Current FY Changes:</b>						<b>0.00</b>	<b>\$13,919</b>	<b>\$4,272</b>	<b>\$1,009</b>	<b>\$19,200</b>