



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 # DCA-12-16: Reclassifying Finance Supervisor to Finance Manager in DCA Hub Contracts, Procurement & SS Section

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

Department: 78 - County Assets **Division:** DCA Hub Finance Section

Contact(s): Lisa Whedon

Phone: 988-7850 **Ext.** _____ **I/O Address** 503/4

Presenter Name(s) & Title(s): N/A

General Information

1. What action are you requesting from the Board?

The department of County Assets is requesting board approval of budget modification DCA-12-16 reclassifying a Finance Supervisor (position #715798) to Finance Manager.

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.

This modification reflects Class/Comp decision #3100; a reclassification request initiated by management. This reclassification from a Finance Supervisor to a Finance Manager is a result of a gradual assumption of duties and responsibilities that include oversight of all operational activities within the Procurement and Contracting Hub; and direct oversight, direction, and review for complex, multi-year, multi-million dollar procurement and contracting activities related to building construction projects. Based upon the importance of maintaining internal equity within the work group, coupled with the duties and responsibilities assigned, this position is allocated to Finance Manager (9336). The program offer affected is 78048-16.

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

The total position costs are expected to increase \$27,241 for FY16. This will be offset by a decrease in the temporary budget of the Administrative Hub Procurement & Contracting cost center, which is in the same program offer 78048-16. In subsequent fiscal years, the reclassified

position will be subject to approved cost of living adjustments (COLA) and step increases. The current top step of the new classification is 23% higher than the current classification's top step, however it is anticipated that in subsequent fiscal years the financial impact of the new classification 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).

N/A

7. What budgets are increased/decreased?

Change is within same budget, PO 78048-16 Administrative Hub Procurement & Contracting

8. What do the changes accomplish?

Approval of a classification decision from the Human Resources Classification Compensation unit that best reflects the duties of the position

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

This action will result in the reclassification of a Finance Supervisor JCN 9335 to a Finance Manager JCN 9336.

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: _____