



**Multnomah County  
Agenda Placement Request  
Budget Modification**  
(FY 2018)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # 0.3 DATE 4/5/18  
MARINA BAKER, ASST BOARD CLERK

**Board Clerk Use Only**

Meeting Date: 4/5/18  
Agenda Item #: C.3  
Est. Start Time: 9:30 am  
Date Submitted: 3/21/18

**Agenda Title: BUDGET MODIFICATION # DCA-13-18: FPM - Reclass Position 716678 from Facilities Specialist 3 to Executive Specialist**

**Requested Meeting Date:** April 5, 2018 **Time Needed:** n/a consent agenda  
**Department:** 78 - County Assets **Division:** Facilities and Property Management (FPM)

**Contact(s):** Lisa Whedon (x87580) and Jen Unruh (X87580)

**Phone:** 5039887580 **Ext.** 8-7580 **I/O Address** 503/04

**Presenter Name(s) & Title(s):** n/a consent agenda

**General Information**

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

The Department of County Assets requests Board approval of budget modification DCA-13-18 reclassifying position 716678 from Facilities Specialist 3 (6016) to Executive Specialist (6005), effective March 12, 2018 in program offer 782000-18 (Facilities Director's Office).

**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 affects program offer 782000-18 (Facilities Director's Office). This vacant position in the Facilities and Property Management (FPM) division of the Department of County Assets is requested for reclassification from a Facilities Specialist 3 to an Executive Specialist to more effectively meet division needs for administrative support. The position will provide executive level support to the FPM Director's Office and act as a liaison to division managers and staff in a variety of areas. An analysis of the Facilities Specialist 3, Executive Specialist, and Administrative Analyst positions was performed and the Facilities Specialist 2 position was determined to best meet program needs.

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

This reclassification results in a permanent personnel cost decrease of \$9,213 in the current fiscal year, which is offset in temporary expense. In subsequent years the reclassified position will be subject to the approved cost of living adjustments and step increases.

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

n/a

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

n/a

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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).**

n/a

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

The Department budget remains the same with the change in permanent personnel expense offset in temporary expense.

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

Implementation of a Classification and Compensation decision to reclassify position 716678 from Facilities Specialist 3 to Executive Specialist.

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

Yes. Position 716678 is reclassified from Facilities Specialist 3 to Executive Specialist.

**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**

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**Elected Official or  
Dept. Director:** Sherry Swackhamer /s/

**Date:** 3/20/18

**Budget Analyst:** Ching Hay /s/

**Date:** 3/21/18

**Department HR:** Susan Yee /s/

**Date:** 3/20/18

**Countywide HR:** Karie Miller /s/

**Date:** 3/20/18

### Exp/Rev/FTE - Budget Modification

Budget Year: 2018

Budget Modification: DCA-13-18

#### 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	78200-18	3505	78-50	0020	902000	60000 - Permanent	619,112	612,486	(6,626)	
2	78200-18	3505	78-50	0020	902000	60100 - Temporary	0	6,626	6,626	
3	78200-18	3505	78-50	0020	902000	60130 - Salary Related Expns	201,948	199,831	(2,117)	
4	78200-18	3505	78-50	0020	902000	60135 - Non Base Fringe	0	2,117	2,117	
5	78200-18	3505	78-50	0020	902000	60140 - Insurance Benefits	149,284	148,814	(470)	
6	78200-18	3505	78-50	0020	902000	60145 - Non Base Insurance	0	470	470	
<b>3505 Total</b>										<b>0</b>
<b>78-50 Total</b>										<b>0</b>
<b>Program Offer Number 78200-18 Total</b>										<b>0</b>

### Exp/Rev/FTE - Budget Modification

Budget Year: 2018

Budget Modification: DCA-13-18

#### 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
716678	6005	Executive Specialist	61976	3505	902000	1.00	47,529	15,180	18,975	81,684
716678	6016	Facilities Specialist 3	61976	3505	902000	(1.00)	(67,407)	(21,530)	(20,386)	(109,323)
<b>Total Annualized Changes:</b>						<b>0.00</b>	<b>(\$19,878)</b>	<b>(\$6,350)</b>	<b>(\$1,411)</b>	<b>(\$27,639)</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
716678	6005	Executive Specialist	61976	3505	902000	0.33	15,843	5,060	6,325	27,228
716678	6016	Facilities Specialist 3	61976	3505	902000	(0.33)	(22,469)	(7,177)	(6,795)	(36,441)
<b>Total Current FY Changes:</b>						<b>0.00</b>	<b>(\$6,626)</b>	<b>(\$2,117)</b>	<b>(\$470)</b>	<b>(\$9,213)</b>