



# 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-13-15: Reclassifying Budget Analyst to a Finance Specialist Sr. in the DCA Hub - Budget Section

**Requested Meeting Date:** \_\_\_\_\_ **Time Needed:** N/A Consent

**Department:** 78 - County Assets **Division:** Hub - Budget

**Contact(s):** Lisa Whedon

**Phone:** (503)-988-7580 **Ext.** \_\_\_\_\_ **I/O Address** \_\_\_\_\_

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

## General Information

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

The Department of County Assets (DCA) requests Board approval of budget modification DCA-13-15, authorizing the reclassification of a Budget Analyst position to a Finance Specialist Senior, which is supported by the Central Human Resources Class/Comp unit response to reclassification request #2894.

### 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.

The DCA Hub - Budget section performs internal services billing in addition to budget development and monitoring, and a Central Human Resources Class/Comp unit review has determined that the related position's responsibilities have a greater emphasis on the preparation, review, analysis and coordination of accounting transactions related to internal services billing than on budget development and monitoring.

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

There is no net fiscal impact of this budget modification on DCA's budget, as the additional \$660 from the reclassification will be offset by a like increase in the DCA's supplies budget.

### 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?**

There is no net impact to DCA's budget as a result of this reclassification. Service reimbursement from the General Fund to the Risk Management Fund will decrease by \$35.

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

This budget modification implements the Central Human Resources Class/Comp unit decision to reclassify a Budget Analyst position to a Finance Specialist Senior to more accurately reflect the position's functions and duties.

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

Yes. The approval of this budget modification will authorize reclassification of a Budget Analyst to a Finance Specialist Senior in the DCA Hub-Budget section.

**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

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**Required Signature**

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**Elected Official or  
Dept. Director:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Budget Analyst:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Department HR:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Countywide HR:** \_\_\_\_\_

**Date:** \_\_\_\_\_