



## Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # C-3 DATE 11/5/15  
MARINA BAKER, ASST BOARD CLERK

### Board Clerk Use Only

Meeting Date: 11/5/15  
Agenda Item #: C.3  
Est. Start Time: 9:30 am  
Date Submitted: 10/21/15

**Agenda Title: BUDGET MODIFICATION # DCA-12-16: Reclassifying Finance Supervisor to Finance Manager in DCA Hub Contracts, Procurement & SS Section**

Requested Meeting Date: November 5, 2015 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

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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?**

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

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**Required Signature**

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

**Date:** 10/20/15

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

**Date:** 10/21/15

**Department HR:** Prudence Veatch /s/

**Date:** 10/20/15

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

**Date:** 10/20/15

## Exp/Rev/FTE - Budget Modification

Budget Year: 2016

Budget Modification: DCA-12-16

### 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	78048-16	1000	78-20	0020	709102	60000 - Permanent	1,117,147	1,136,251	19,104	
2	78048-16	1000	78-20	0020	709102	60100 - Temporary	50,000	30,896	(19,104)	
3	78048-16	1000	78-20	0020	709102	60130 - Salary Related Expns	347,588	354,340	6,752	
4	78048-16	1000	78-20	0020	709102	60135 - Non Base Fringe	10,497	3,745	(6,752)	
5	78048-16	1000	78-20	0020	709102	60140 - Insurance Benefits	298,933	300,318	1,385	
6	78048-16	1000	78-20	0020	709102	60145 - Non Base Insurance	2,720	1,335	(1,385)	
1000 Total										0
78-20 Total										0
					Program Offer Number 78048-16 Total					0

## Exp/Rev/FTE - Budget Modification

Budget Year: 2016

Budget Modification: DCA-12-16

### 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
715798	9335	Finance Supervisor		1000	709102	(1.00)	(91,425)	(32,309)	(20,780)	(144,514)
715798	9336	Finance Manager		1000	709102	1.00	110,529	39,061	22,165	171,755
Total Annualized Changes:						0.00	\$19,104	\$6,752	\$1,385	\$27,241

### 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
715798	9335	Finance Supervisor		1000	709102	(1.00)	(91,425)	(32,309)	(20,780)	(144,514)
715798	9336	Finance Manager		1000	709102	1.00	110,529	39,061	22,165	171,755
Total Current FY Changes:						0.00	\$19,104	\$6,752	\$1,385	\$27,241