



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(Revised: 5/24/13)

Board Clerk Use Only

Meeting Date: 8/1/13
Agenda Item #: C.8
Est. Start Time: 9:30 am
Date Submitted: 7/24/13

BUDGET MODIFICATION # DCHS14-02 reclassifying a full time Office Assistant 2 position to a Finance Specialist 1 in the Department of County Human Services.

Note: if Contingency, use that form. If item other than a BudMod, please use different APR. : Title should not be more than 2 lines but sufficient to describe the action requested.

Requested Meeting Date: Next Available **Time Needed:** N/A (Consent)
Department: County Human Services **Division:** Administration – Business Services
Contact(s): Kathy Tinkle
Phone: (503) 988-3691 **Ext.** 26858 **I/O Address:** 167/240
Presenter Name(s) & Title(s): N/A Consent

General Information

1. What action are you requesting from the Board?

The Department of County Human Services (DCHS) is requesting approval of budget modification DCHS14-02, authorizing the reclassification of a full time Office Assistant 2 position to a Finance Specialist 1 in Department Administration, Business Services Division, as determined by the Class/Comp unit of Central Human Resources, Reclassification Request #2258.

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 budget modification reflects an HR Class/Comp decision on a classification request initiated by management in Program Offer 25002 – Business Services. This position is being reclassified as a result of a change in the duties. The duties have transitioned from administrative to more financial support as the focus has shifted to Good Receipt entry and contract tracking. Duties assigned to this position include invoice and data reconciliation and processing, including verifying invoices meet requirements, performing data entry of

receipts, and verifying all invoices are received for year-end; contract management/administration; technical assistance; reporting, including tracking spending of contracted funds; refund processing; and invoice tracking and monitoring. Minimum qualifications for the Finance Specialist 1 are equivalent to an Associate's degree in accounting or finance and two (2) years of increasingly responsible accounting support experience.

The duties, responsibilities and qualifications support this position to be allocated to Finance Specialist 1 (6029) classification.

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

The Finance Specialist 1 position is 10 pay scale groups higher than the Office Assistant 2 position, or approximately \$15,364 additional annual salary cost. The increased personnel costs will be financed by yet to be contracted professional services. Subsequent year personnel cost increases will be determined by the approved merit and COLA increases, and will be absorbed within the division's budget.

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

N/A

5. Explain any citizen and/or other government participation that has or will take place.

N/A

Budget Modification

If the request is a **Budget Modification**, please answer **all** of the following in detail:

- **What revenue is being changed and why? If the revenue is from a federal source, please list the Catalog of Federal Assistance Number (CFDA).**

No revenue is being changed.

- **What budgets are increased/decreased?**

There is no financial budget impact associated with this reclassification.

- **What do the changes accomplish?**

This budget modification implements the decision from the HR Class/Comp unit to reclassify a full-time Office Assistant 2 position to a Finance Specialist 1 in order to accurately reflect the functions and duties of the position involved.

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

Yes. The approval of this budget modification will result in reclassifying a full-time position in Administration – Business Services from an Office Assistant 2 to a Finance Specialist 1, as determined by the Class/Comp unit of Central Human Resources.

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

N/A

- **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

- 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 (i.e. cash match, in kind match, reporting requirements etc)?

N/A

NOTE: Attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.

Required Signatures

Elected Official or Dept Director: Kathy Tinkle for Susan Myers/s/ **Date:** 07/12/13

Budget Analyst: Jennifer Unruh /s/ **Date:** 7/22/13

Department HR: Heather Garrett for Urmila Jhattu/s/ **Date:** 7/12/13

Countywide HR: Susan Mullett /s/ **Date:** 07/16/13

Note: Please submit electronically. Insert names of your approvers followed by /s/ - we no longer use actual signatures. Please date each signature. Use "n/a" when signature not applicable."