



Multnomah County Agenda Placement Request Budget Modification (FY 2018)

Board Clerk Use Only

Meeting Date: _____

Agenda Item #: _____

Est. Start Time: _____

Date Submitted: _____

Agenda Title: BUDGET MODIFICATION # DCM-02-18: Reclassification from an Office Assistant 2 to an Office Assistant Senior in DCM DART

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

Department: 72 - County Management **Division:** _____

Contact(s): Debra Anderson and Michael Vaughn

Phone: 503-988-6355 **Ext.** 86355 **I/O Address** 503/2

Presenter Name(s) & Title(s): Consent Agenda

General Information

1. What action are you requesting from the Board?

Approval of reclassification #3804, as recommended by the Class Comp section of Central HR, for position 718041. An Office Assistant 2 is being reclassified to an Office Assistant Senior effective August 3, 2017.

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 vacant position in the Department of County Management's Division of Assessment, Recording, and Taxation (DART) is requested for reclassification from Office Assistant 2 to Office Assistant Senior as the result of the workload becoming more complex and technical over time. The purpose of the position is to provide customer service and support for a variety of administrative duties in DART.

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

This action increases the salary and benefits of position 718041 in Program Offer 72023 by \$8,935 for fiscal year 2018. The top range of the new classification is 15.9% higher than the current classification. It is anticipated that in subsequent fiscal years the financial impact of the reclassification will be covered within existing resources.

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

None

5. Explain any citizen or other government participation.

None

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).

Risk Fund increased by \$456 due to personnel budget changes.

7. What budgets are increased/decreased?

The Risk Fund increases by \$456 due to personnel budget changes.

8. What do the changes accomplish?

Reclassification.

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

NA

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

NA

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?

NA

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)?

NA

Required Signature

**Elected Official or
Dept. Director:** _____

Date: _____

Budget Analyst: _____

Date: _____

Department HR: _____

Date: _____

Countywide HR: _____

Date: _____