



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 # DCA-08-19: Reclassification of Data Analyst Senior to Program Supervisor

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

Department: 78 - County Assets **Division:** Records Management and Archives

Contact(s): Lisa Whedon and Johnny Fang

Phone: 988-7580 **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 is requesting Board approval of budget modification DCA-08-19, the reclassification of a Data Analyst Senior to a Program Supervisor in program offer 78404-19 – Records Management.

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 #4175; a reclassification requested by management.

This vacant position in the Records Management and Archives work unit of the Department of County Asset is requested for reclassification from a Data Analyst Senior to a Program Supervisor to provide program specific leadership. This position will provide county departments and the Records Management and Archives Program with support through execution of a variety of high level administrative and management support duties in accordance with business needs, public records, and archive requirements. This position will supervise Records Management and Archives employees, oversee countywide Information Governance Initiatives, and serve as the Multnomah County Records Officer. The position will be responsible for establishing methods to design and implement a structure to support the Information Governance program; engaging in strategic

information and records management initiatives with other officers of the organization; documenting and obtaining approval for program policies and procedures; supervising staff and overseeing daily activities; providing policy guidance and interpretation; engaging in performance, planning, and review processes with staff; providing guidance and opportunities for staff growth and development; leading recruitment activities; developing and implementing program policies and operating and administrative procedures; providing analysis of metrics to identify trends in support of improved program functions; participating in budget preparation and ongoing budget administration; participating in professional organizations, including participating in local branches and user groups; and attending meetings, presentations, and trainings.

An analysis of the Data Analyst Senior, Program Supervisor, and Manager 1 classifications was performed before making an allocation decision. The program offer affected is 78404-19.

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

Budgeted personnel expenses increases by \$569 in FY 2019. This is offset by a similar reduction to the supplies budgeted expense.

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

N/A

5. Explain any citizen or other government participation.

N/A

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).

N/A

7. What budgets are increased/decreased?

N/A

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?

Yes, reclassification of position # 715585 from a Data Analyst Senior (JCN 6456) to a Program Supervisor (JCN 9361) in program offer 78404-19.

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

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

Date: _____

Budget Analyst: _____

Date: _____

Department HR: _____

Date: _____

Countywide HR: _____

Date: _____