



**MULTNOMAH COUNTY  
AGENDA PLACEMENT REQUEST  
BUDGET MODIFICATION**

(revised 03/25/11)

<b>Board Clerk Use Only</b>	
<b>Meeting Date:</b>	9/15/11
<b>Agenda Item #:</b>	C.4
<b>Est. Start Time:</b>	9:30 a.m.
<b>Date Submitted:</b>	9/6/11

**BUDGET MODIFICATION: NOND-02**

<p><b>BUDGET MODIFICATION NOND-02 Reclassifying four non departmental positions as determined by Central Human Resources Classification</b></p> <p><b>Agenda Title: Compensation unit.</b></p>
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*Note: For all other submissions (i.e. Notices of Intent, Ordinances, Resolutions, Orders or Proclamations) please use the APR short form.*

<b>Requested Meeting Date:</b>	September 22, 2011	<b>Amount of Time Needed:</b>	Consent Calendar
<b>Department:</b>	Non Departmental	<b>Division:</b>	
<b>Contact(s):</b>	Julie Neburka		
<b>Phone:</b>	988-3312	<b>Ext.</b>	27351
		<b>I/O Address:</b>	503/4
<b>Presenter Name(s) &amp; Title(s):</b>	N/A		

**General Information**

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

The department is requesting board approval of budget modification NOND-02 reclassifying four non departmental positions.

**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 is a housekeeping action as a result of two items.

- A Class/Comp decision on a reclassification study request initiated by management. Class/Comp reviewed the submitted job duties and description and concluded that Para Legal was the best job classification fit for the position.

- Three positions job classification were incorrectly identified in the adopted budget and this action corrects that oversight.

This modification impacts program offer 10014 County Attorney's Office, 10033 Office of

Diversity & Equity, and 10007 CCFC Administration.

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

All of the reclassifications corrections are budget neutral in the current year.

**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

## ATTACHMENT 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).**

N/A

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

N/A

- **What do the changes accomplish?**

Approval of classification decisions from Human Resources Class/Comp unit that best reflects the duties of the positions.

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

Corrects the classification of four positions to reflect HR Class/Comp decisions that best reflect the duties of the positions.

- **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: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.*

## ATTACHMENT B

BUDGET MODIFICATION: NOND -02

### Required Signatures

Elected Official  
or Department/  
Agency Director:



Date:

9/6/11

Karyne Kieta

Budget Analyst:



Date:

9/6/11

Julie Neburka

Department HR:



Date:

9/6/11

Elizabeth Nunes

Countywide HR:



Date:

9/6/11

Candace J Busby