



**MULTNOMAH COUNTY  
AGENDA PLACEMENT REQUEST  
BUDGET MODIFICATION**

(revised 03/25/11)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # C.3 DATE 1-5-12  
LYNDA GROW, BOARD CLERK

**Board Clerk Use Only**

<b>Meeting Date:</b>	<u>01/05/12</u>
<b>Agenda Item #:</b>	<u>C.3</u>
<b>Est. Start Time:</b>	<u>9:30 am</u>
<b>Date Submitted:</b>	<u>12/22/11</u>

**BUDGET MODIFICATION: DCM-08**

<b>Agenda Title:</b>	<b>BUDGET MODIFICATION DCM-08 Reclassifying a Human Resource Manager 2 to a Human Resources Manager 1 as determined by Human Resources Classification Compensation unit.</b>
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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>	<u>January 12, 2011</u>	<b>Amount of Time Needed:</b>	<u>Consent Calendar</u>
<b>Department:</b>	<u>County Management</u>	<b>Division:</b>	<u>Human Resources</u>
<b>Contact(s):</b>	<u>Julie Neburka</u>		
<b>Phone:</b>	<u>988-3312</u>	<b>Ext.</b>	<u>27351</u>
		<b>I/O Address:</b>	<u>503/4</u>
<b>Presenter Name(s) &amp; Title(s):</b>	<u>N/A</u>		

**General Information**

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

The department is requesting board approval of budget modification DCM-08 reclassifying a Human Resource Manager 2 to a Human Resource Manager 1.

**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 a Class/Comp decision on a reclassification request initiated by management. The HR Classification & Compensation unit will be restructuring and move into Labor Relations based on the County's span of control guidelines resulted in change of duties for this position. An external consultant and Melissa Daily of the Health Dept. HR team, reviewed the revised job duties and description and concluded Human Resource Manager 1 was the best fit for the position as it changes from a true supervisor of a small team to a technical knowledge leader and project manager for the small team.

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

Personnel costs decrease by \$4,871 (\$8,398 annualized) with a like increases in supplies. Service reimbursement from the General fund to the Risk fund decreases by \$298.

**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

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## ATTACHMENT A

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### Budget Modification

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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 decision from human resources classification compensation unit.

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

Yes, reclassification of a HR Manager 2 to a HR Manager 1.

- **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

<p><i>NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense &amp; Revenues Worksheet and/or a Budget Modification Personnel Worksheet.</i></p>
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**ATTACHMENT B**

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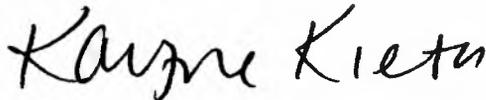
**BUDGET MODIFICATION:DCM-08**

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**Required Signatures**

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**Elected Official or  
Department/  
Agency Director:**

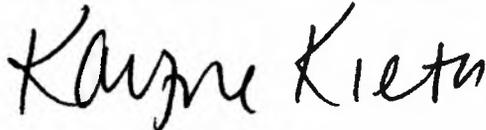


**Date:**

Karyne Kieta

12/22/11

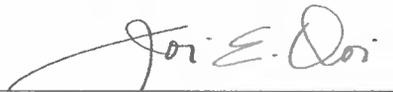
**Budget Analyst:**



Karyne Kieta

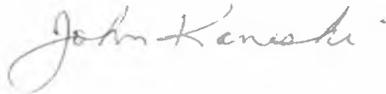
**Date:** 12-22-11

**Department HR:**



**Date:** Dec. 15, 2011

**Countywide HR:**



John Kaneski

**Date:** 12/16/11

Budget Modification ID:

**EXPENDITURES & REVENUES**

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with SAP.

Line No.	Fund Center	Fund Code	Program #	Func. Area	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
					Internal Order	Cost Center	WBS Element					
1	72-80	1000	72057	20		705250		60000	313,535	310,036	(3,499)	
2	72-80	1000	72057	20		705250		60130	92,851	91,777	(1,074)	
3	72-80	1000	72057	20		705250		60140	80,526	80,228	(298)	
4	72-80	1000	72057	20		705250		60240	1,995	6,866	4,871	
5												
6	72-10	3500	72012	20		705210		50321		298	298	
7	72-10	3500	72012	20		705210		60330		(298)	(298)	
8												
9												
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											0	0



FM Side			PS/CO Side			Cost Element/ Commitment Item	Notes
FM Fund Center	FM Fund Code	Functional Area	Internal Order	Cost Center	WBS Element		
<b>General Fund Contingency</b>							
	19	1000	0020		9500001000	60470	Reduce available General Fund Contingency
	xx-xx	xxxxx	0020		xxx	xxxxx	Increase Expenditure
<b>Indirect</b>							
<b>Central</b>							
	xx-xx	xxxxx				xxx	
	19	1000	0020		9500001000	60350	Indirect Expenditure
	19	1000	0020		9500001000	50310	Indirect reimbursement revenue in General Fund
						60470	CGF Contingency expenditure
<b>Departmental</b>							
	xxx	xxxxx			xxx	xxx	60355 Indirect Department Expenditure
	xx-xx	1000			xxx	xxx	50370 Indirect Dept reimbursement revenue in General Fund
	xx-xx	1000			xxx	xxx	Off setting Dept expenditure in General Fund
<b>Telecommunications</b>							
	xx-xx	xxxxx				xxx	
	78-70	3503	0020		709525	60370	Departmental telecommunication expenditure
	78-70	3503	0020		709525	50310	Budgets receipt of reimbursement
						60200	Budgets offsetting expenditure in telecommunications fund
<b>Data Processing</b>							
	xx-xx	xxxxx				xxx	
	78-70	3503	0020		709000	60380	Departmental data processing expenditures
	78-70	3503	0020		709000	50310	Budgets receipt of Data Processing reimbursement
						60240	Budgets offsetting expenditures
<b>PC Flat Fee</b> <i>(Flat Fee is no longer in effect for most Departments beginning in FY 2007)</i>							
	xx-xx	xxxxx				xxx	
	78-70	3503	0020		709617	60390	Departmental PC Flat Fee expenditure
	78-70	3503	0020		709617	50310	Budgets receipt of PC Flat Fee
						60240	Budgets offsetting expenditure
<b>Electronic Service Reimbursement</b>							
	xx-xx	xxxxx					
	78-60	3501	0020		904200	60420	Departmental Electronics expenditure
	78-60	3501	0020		904200	50310	Receipt of Electronics service reimbursement
						60240	Budgets offsetting expenditure
<b>Motor Pool:</b> <i>Use this cost center if you are adding funds for motor pool use.</i>							
	xx-xx	xxxxx				xxx	
	78-30	3501	0020		904150	60410	Departmental Motor Pool expenditure
	78-30	3501	0020		904150	50310	Budgets receipt of Motor Pool service reimbursement
						60240	Budgets offsetting expenditure
<b>Fleet:</b> <i>Use this cost center if you are adding funds for dedicated program cars.</i>							
	xx-xx	xxxxx				xxx	
	78-60	3501	0020		904100	60410	Departmental Fleet expenditure
	78-60	3501	0020		904100	50310	Budgets receipt of Fleet service reimbursement
						60240	Budgets offsetting expenditure
<b>Building Management</b>							
	xx-xx	xxxxx				xxx	
	78-50	3505	0020		902575	60430	Departmental Building Management expenditure
	78-50	3505	0020		902575	50310	Budgets receipt of Building Management service reimbursement
						60170	Budgets offsetting expenditure
<b>Insurance Service Reimbursement</b>							
	xx-xx	xxxxx				60140 or 60145	Departmental Insurance expenditure
	72-10	3500	0020		705210	50316	Insurance Revenue
	72-10	3500	0020		705210	60330	Offsetting expenditure
<b>Lease Payments to Capital Lease Retirement Fund</b>							
	xx-xx	xxxxx				60450	Departmental Capital Lease Retirement expenditure Contact your Budget Analyst to complete this.
<b>Mail &amp; Distribution</b>							
	xx-xx	xxxxx				xxx	
	78-20	3504	0020		904400	60460	Mail & Distribution expenditure
	78-20	3504	0020		904400	50310	Budgets receipt of service reimbursement
						60230	Budgets offsetting expenditure
<b>Records</b>							
	xx-xx	xxxxx				xxx	
	78-20	3504	0020		904500	60460	Records expenditure
	78-20	3504	0020		904500	50310	Budgets receipt of service reimbursement
						60240	Budgets offsetting expenditure
<b>Stores</b>							
	xx-xx	xxxxx				xxx	
	78-20	3504	0020		904600	60460	Stores expenditure
	78-20	3504	0020		904600	50310	Budgets receipt of service reimbursement
						60240	Budgets offsetting expenditure

**How are functional areas assigned to cost objects?**

For the most part, functional area is related to what department has recorded the revenue or expenditure (i.e. the District Attorney is reported in Public Safety and Justice). There are some exceptions to this rule that require certain funds to be assigned to a particular functional area, regardless of what department the revenues or expenditures are recorded in.

Functional Area Assignments ~ Based on Fund		
1501 – Road Fund	Roads and Bridges	0080
1502 – Emergency Communications Fund	Community Services	0060
1503 – Bike Path Fund	Community Services	0060
1504 – Recreation Fund	Community Services	0060
1506 – County School Fund	Community Services	0060
1509 – Willamette River Bridges Fund	Roads and Bridges	0080
1510 – Library Fund	Library	0070
1512 – Land Corner Preservation Fund	Roads and Bridges	0080
2504 – Building Project Fund	Community Services	0060
2507 – Capital Improvement Fund	Community Services	0060
2509 – Asset Preservation Fund	Community Services	0060
2511 – Sellwood Bridge Fund	Roads and Bridges	0080
3000 – Dunthorpe-Riverdale Service Dist #14 Fund	Dunthorpe-Riverdale Service Dist #14	0500
3001 – Mid County Service District #1 Fund	Mid County Service District #1	0510
3002 – Behavioral Health Managed Care Fund	Behavioral Health Managed Care	0520

If a cost object is not in one of the funds listed above, then the functional area should be assigned based on the department that the cost object is in.

Functional Area Assignments ~ Based on Department (Fund Center)		
Non-Departmental (10, except 10-50)	General Government	0020
Non-Departmental – CCFC (10-50)	Social Services	0040
District Attorney (15)	Public Safety and Justice	0050
Countywide (18 & 19)	General Government	0020
Human Services (20, 21, 22, 25, 26, 30 & 31)	Social Services	0040
Health (40)	Health Services	0030
Community Justice (50)	Public Safety and Justice	0050
Sheriff's Office (60)	Public Safety and Justice	0050
County Management (72)	General Government	0020
County Assets (78)	General Government	0020
Library (80)	Library	0070
Community Services (91)	General Government	0020

*If you have any questions or comments, please contact Susan Luce in General Ledger at ext. 22138.*