



Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS

AGENDA # C.5 DATE 10/22/15
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 10/22/15
Agenda Item #: C.5
Est. Start Time: 9:30 am
Date Submitted: 10/8/15

Agenda Title: BUDGET MODIFICATION # DCM-07-16: Reclassifying an A&T Technician 1 to a Contract Specialist in DART Business Services

Requested Meeting Date: October 22, 2015

Time Needed: Consent Agenda

Department: 72 - County Management

Division: Division of Assessment,
Recording and Taxation

Contact(s): Randy Walruff

Phone: 503-988-4668

Ext. 84668

I/O Address 503/1

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

General Information

1. What action are you requesting from the Board?

Requesting approval of the reclassification of an A&T Technician 1 to a Contract Specialist, as recommended by Class Comp on request #3154

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 is within the DART Business Services in the Division of Assessment, Recording and Taxation (DART) Administration Program in DCM and is submitted for a reclassification from an A&T Technician 1 to a Contract Specialist. DART Business Services assumed the responsibility for providing business services support for all of DCM and this position will perform complex and time sensitive contracting and purchasing.

This position will focus on developing and tracking contracts, coordinating between operating programs for processing, and providing complex and time sensitive business support. Duties include contract administration, including developing and preparing contracts and amendments, negotiating with vendors and service providers, reviewing contracts for accuracy, compliance, insurance requirements, and completeness; reviewing with County Attorney for approval and problem solving; routing contracts to appropriate parties, entering information into SRM for program management, financial and purchasing review and approval. Additionally, duties include

procurement activities: preparing and processing non-competitive procurement authority requests, providing purchasing expertise to DCM divisions and programs, preparing bids and quotes, and maintaining procurement records; and reporting and analysis, including researching and analyzing data, providing summary reports and preparing data for budget program offers.

This change impacts program offer 72023 DART Administration, 72025A County Clerk Functions, and 72020 Central HR Employee Benefits.

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

The salary and benefits from the reclassified position are reprogrammed within DART Administration. The insurance fund is increased by \$363

In subsequent fiscal years, the reclassified position will be subject to approved cost of living adjustments (COLA) and step increases. The current top step of the new classification is 34% higher than the current classification's top step, however it is anticipated that in subsequent fiscal years the financial impact of the new classification will be funded within the department's budget.

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).

Insurance fund revenue increased by \$363

7. What budgets are increased/decreased?

Insurance fund Claims budget is increased by \$363

8. What do the changes accomplish?

Reclassification of an A&T Technician 1 to a Contract Specialist in DART Business Services.

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

Approve Class Comp reclassification recommendation #3154

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 Karyne Kieta /s/
Dept. Director:

Date: 10-7-15

Budget Analyst: Ching Hay /s/

Date: 10-7-15

Department HR: Susan Yee /s/

Date: 10-7-15

Countywide HR: Susan Mullett /s/

Date: 10-7-15

Exp/Rev/FTE - Budget Modification

Budget Year: 2016

Budget Modification: DCM-07-16

Expenditures & Revenues

An increase in revenue is shown as a negative value and a decrease as a positive value for consistency with SAP.

Line No.	Program Offer Number	Fund Code	Fund Center	Func. Area	Cost Object	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
1	72020-16	3500	72-80	0020	705210	50316 - Svc Rmb Med/Dental	(70,424,671)	(70,425,034)	(363)	
2	72020-16	3500	72-80	0020	705210	60330 - Claims Paid	6,919,176	6,919,539	363	
3500 Total										0
72-80 Total										0
Program Offer Number 72020-16 Total										0
3	72023-16	1000	72-30	0020	706201	60000 - Permanent	594,858	639,462	44,604	
4	72023-16	1000	72-30	0020	706201	60130 - Salary Related Expns	198,457	211,254	12,797	
5	72023-16	1000	72-30	0020	706201	60140 - Insurance Benefits	142,191	157,218	15,027	
1000 Total										72,428
72-30 Total										72,428
Program Offer Number 72023-16 Total										72,428
6	72025A-16	1000	72-30	0020	706203	60000 - Permanent	457,344	417,746	(39,598)	
7	72025A-16	1000	72-30	0020	706203	60130 - Salary Related Expns	139,145	127,784	(11,361)	
8	72025A-16	1000	72-30	0020	706203	60140 - Insurance Benefits	160,559	145,895	(14,664)	
9	72025A-16	1000	72-30	0020	706203	60240 - Supplies	8,000	1,195	(6,805)	
1000 Total										(72,428)
72-30 Total										(72,428)
Program Offer Number 72025A-16 Total										(72,428)

Exp/Rev/FTE - Budget Modification

Budget Year: 2016

Budget Modification: DCM-07-16

Annualized Personnel Changes

Change is shown on a full year basis even though this action affects only a part of the fiscal year (FY).

						Annualized				
Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
705439	6015	Contract Specialist	61795	1000	706201	1.00	53,525	15,356	18,032	86,914
705439	6450	A&T Technician 1	61797	1000	706203	(1.00)	(47,518)	(13,633)	(17,597)	(78,748)
Total Annualized Changes:						0.00	\$6,007	\$1,723	\$435	\$8,166

Current Year Personnel Changes

Cost/savings that will take place in this FY; these explain the actual dollar amounts being changed by this BudMod.

						Current Year				
Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
705439	6015	Contract Specialist	61795	1000	706201	0.83	44,604	12,797	15,027	72,428
705439	6450	A&T Technician 1	61797	1000	706203	(0.83)	(39,598)	(11,361)	(14,664)	(65,623)
Total Current FY Changes:						0.00	\$5,006	\$1,436	\$363	\$6,805