



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(revised 08/02/10)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C.7 DATE 4-13-12
LYNDA GROW, BOARD CLERK

Board Clerk Use Only

Meeting Date: 9/13/12
Agenda Item #: C.7
Est. Start Time: 9:30 am
Date Submitted: 8-28-12

BUDGET MODIFICATION: DCJ - 03

BUDGET MODIFICATION # DCJ-03 Reclassifies a 1.00 FTE Vacant Contract Specialist to a Contract Technician in the Business Services Unit, as Determined by the Class/Comp Unit of Central Human Resources.

Note: For all other submissions (i.e. Notices of Intent, Ordinances, Resolutions, Orders or Proclamations) please use the APR short form.

Requested Meeting Date: September 13, 2012 Amount of Time Needed: N/A
Department: Dept. of Community Justice Division: Business Services
Contact(s): Joyce Resare
Phone: 503-988-3961 Ext. 83961 I/O Address: 503 / 250
Presenter Name(s) & Title(s): Consent Calendar

General Information

1. What action are you requesting from the Board?

The Department of Community Justice (DCJ) requests approval of a budget modification to reclassify a vacant 1.00 FTE Contract Specialist position which has been reviewed by the Class/Comp Unit of Central Human Resources.

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.

Reclassification of a vacant 1.00 FTE Contract Specialist [6015] position to a Contract Technician [6011] was approved for recommendation to the Board of County Commissioners by the Class/Comp Unit of Central Human Resources on August 23, 2012 with an effective date of August 23, 2012.

Due to centralization of the contract administration process by the County-wide contract system, the focus of this position is changing from contract management and coordination to providing technical

and administrative support functions related to contracts. This position will verify that invoices meet contractual agreements, perform SAP entries for contract and purchase order invoices; perform data entry for procurement and contract development support; create and process contract amendment documents; provide technical training/assistance to contracted vendors; run utilization reports and track spending on contracted funds.

The Contract Technician class provides technical and administrative assistance in the development, tracking and monitoring of service contracts within a program area. This class is distinguished from the Contract Specialist classification by duties that support contract management and coordination rather than independently developing and administering contracts. Contract Technician is further distinguished from the Finance Technician class by the latter's primary focus on processing and verifying financial information and transactions for payment purposes. Even though this position has responsibility for preparing and processing invoices, claims and payments; the focus is on tracking and monitoring of services and supplies for compliance with contract specifications.

This position requires education equivalent to the completion of the twelfth grade; additional course work in social services, social science, business administration, or a related field is desirable and three years of specialized, increasingly responsible clerical experience in the area of assignment. Based on the purpose, responsibilities, and required qualifications, this position best fits the Contract Technician (6011) classification.

This position is part of FY 2013 Program Offer 50001 – DCJ Business Services.

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

For current year FY-2013 this reclassification decreases DCJ's personnel budget by \$(4,996). The decreased personnel budget is offset by an increase of \$4,996 in DCJ's supplies budget, respectively. This position is ongoing and is expected to be included in the FY-2014 budget submittal.

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

This classification decision is subject to all applicable requirements stated in MC Personnel Rule 5-50 including the provision that Central HR may re-evaluate the classification decision up to one year from the date of issue to ensure duties and work are being carried out as originally described.

It is the policy of Multnomah County to make all employment decisions without regard to race, religion, color, national origin, sex, age, marital status, disability, political affiliations, sexual orientation, or any other nonmerit factor.

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. This position is funded 100% by County General Fund.

- **What budgets are increased/decreased?**
N/A
- **What do the changes accomplish?**
Approval of a reclassification decision from the Class/Comp Unit of Central Human Resources.
- **Do any personnel actions result from this budget modification? Explain.**
No, this position is currently vacant.
- **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: DCJ - 03

Required Signatures

Elected Official or Department/ Agency Director:	<u>Joyce Resare for Scott Taylor /s/</u>	Date: <u>8-28-12</u>
Budget Analyst:	<u>Shannon Busby /s/</u>	Date: <u>8-28-12</u>
Department HR:	<u>James Opoka /s/</u>	Date: <u>8-28-12</u>
Countywide HR:	<u>Olga Ward /s/</u>	Date: <u>8-28-12</u>

DCJ-03

EXPENDITURES & REVENUES

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

Budget/Fiscal Year: 2013

Line No.	Fund Center	Fund Code	Program #	Func. Area	Internal Order	Accounting Unit Cost Center	WBS Element	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Description
1	50-00	1000	50001	50		509600		60000	974,426	970,837	(3,589)	Salary
2	50-00	1000	50001	50		509600		60130	298,022	296,920	(1,102)	Fringe
3	50-00	1000	50001	50		509600		60140	319,165	318,860	(305)	Insurance Benefits
4	50-00	1000	50001	50		509600		60240	39,460	44,456	4,996	Supplies
5										0		Business Services, Net 0
6										0		
7	72-10	3500		20		705210		50316		305	305	Insurance Revenue
8	72-10	3500		20		705210		60330		(305)	(305)	Claims Paid
9										0		
10										0		
11										0		
12										0		
13										0		
14										0		
15										0		
16										0		
17										0		
18										0		
19										0		
20										0		
21										0		
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23										0		
24										0		
25										0		
26										0		
27										0		
28										0		
29										0		
											0	Total - Page 1
											0	GRAND TOTAL

ANNUALIZED PERSONNEL CHANGE

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

							ANNUALIZED			
und	Job #	HR Org	CC/WBS/IO	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
000	6015	61224	509600	Contract Specialist	710373	(1.00)	(49,712)	(15,262)	(18,378)	(83,352)
000	6011	61224	509600	Contract Technician	710373	1.00	45,490	13,965	18,019	77,474
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
				TOTAL ANNUALIZED CHANGES		0.00	(4,222)	(1,297)	(359)	(5,878)

CURRENT YEAR PERSONNEL DOLLAR CHANGE

Calculate costs/savings that will take place in this FY; these should explain the actual dollar amounts being changed by this Bud Mod.

							CURRENT YEAR			
und	Job #	HR Org	CC/WBS/IO	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
000	6015	61224	509600	Contract Specialist	710373	(0.85)	(42,255)	(12,973)	(15,621)	(70,849)
000	6011	61224	509600	Contract Technician	710373	0.85	38,667	11,870	15,316	65,853
										0
										0
				Reclass effective 8/23/12						0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
				TOTAL CURRENT FY CHANGES		0.00	(3,589)	(1,102)	(305)	(4,996)

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