



# Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

## Board Clerk Use Only

Meeting Date: \_\_\_\_\_

Agenda Item #: \_\_\_\_\_

Est. Start Time: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

**Agenda Title:** BUDGET MODIFICATION # DCM-17-16: Reclassification of Operations Supervisor to Operations Administrator in DCM/ DART

**Requested Meeting Date:** \_\_\_\_\_ **Time Needed:** \_\_\_\_\_

**Department:** 72 - County Management **Division:** Assessment, Recording and Taxation

**Contact(s):** Debra Anderson, Randy Walruff and Michael Vaughn

**Phone:** 503-988-6355 **Ext.** 86355 **I/O Address** 503/1

**Presenter Name(s) & Title(s):** Consent Agenda

## General Information

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

Approval of reclassification #3424, as recommended by the Class Comp section of Central HR. The position of Operations Supervisor is being reclassified to a Operations Administrator in the Department of County Management, Division of Assessment, Recording and Taxation, with an effective date of December 3, 2015.

### 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 filled position within DART in the Department of County Management is submitted for a reclassification from Operations Supervisor to Operations Administrator. Duties and responsibilities have changed over time due to changes in the organizational structure and business procedures and methods. This position is responsible for three (3) separate work groups: DART Personal Property Appraisal, Data Operations and Industrial Property Assessment.

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

Personnel expenses increased by \$2,716 in FY2016. This is offset by decrease in materials and supplies. In subsequent years, the reclassified position will be subject to approved cost of living adjustments (COLA) and step or merit increases. The current top step of the new classification is 10% higher than the current classification's top step. 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.**

None

**5. Explain any citizen or other government participation.**

None

---

**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).**

Service Reimbursement to the Risk Fund by \$138 due to personnel budget changes.

**7. What budgets are increased/decreased?**

The risk fund increases by \$138.

**8. What do the changes accomplish?**

Reclassification of Operations Supervisor to Operations Administrator, effective December 3, 2015.

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

Reclassification

**10. If a grant, is 100% of the central and department indirect recovered? If not, please explain why.**

NA

**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?**

NA

**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)?**

NA

---

**Required Signature**

---

**Elected Official or  
Dept. Director:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Budget Analyst:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Department HR:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Countywide HR:** \_\_\_\_\_

**Date:** \_\_\_\_\_