



# 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-15-15: Reclassifying a Program Manager 1 to a Program Supervisor in the DART Appraisal Section

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

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

**Contact(s):** Randy Walruff (Shaun Coldwell)

**Phone:** 503-988-4668 **Ext.** x84668 **I/O Address** \_\_\_\_\_

**Presenter Name(s) & Title(s):** Not applicable

## General Information

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

The department is requesting Board approval of budget modification DCM-15-15 reclassifying a Program Manager 1 to a Program Supervisor in the Division of Assessment, Recording and Taxation Division - Residential Appraisal section.

This budget modification impacts program offer 72034-15 DART Residential Appraisal.

### 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 classification request initiated by management (request# 2842). This is reclassifying an existing vacant position in the FY 2015 adopted budget. Due to the recent Chief Appraiser positions being filled, the Program Manager positions have been phased out and downward reclassified to Program Supervisors in order to provide more direct supervision of the Appraisers. The purpose of this position is to plan, prioritize, assign, supervise, and review the work of staff involved in valuing residential properties for ad valorem tax purposes and resolving related assessment issues. Duties are training and instructing appraisers, appraiser technicians and other assigned staff in the methods and procedures used to value and assess property, and developing and recommending improvements and modifications to policies and procedures; supervising the work of staff, handling difficult property appraisals, and

conferring with the Department of Revenue staff on appraisal and assessment problems; directing the processing of applications for "cancellation of assessment" and application for reappraisal due to property destruction, and assisting in the supervision of special valuation and tax billings that fall under "in lieu" tax; assigning, reviewing and supervising the preparing of appraisals and assessments report to the Board of Property Tax Appeals; initiating, supervising, and approving changes to assessment roll to correct double assessments, omitted property, clerical errors and other changes; and preparing and maintaining production, mileage, and other reports.

This reclassification is effective March 20, 2015.

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

This position is funded within existing resources (100% in General Fund). The lower classification results in a balance of \$2,899, which is being transferred to the supplies budget in Residential Appraisal.

The Risk Fund has a reduced amount of -\$149 due to the changes in salary and benefits for this position.

**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).**

NA

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

The Residential Appraisal section will be balanced by adding the \$2,899 in salary and benefits to the supplies budget.

The Central HR Employee Benefits program offer 72020-15 will have a reduced revenue in service reimbursements of -\$149 and a reduction to their claims paid line by -\$149.

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

The changes will impact program offers 72034-15 DART Residential Appraisal and 72020-15 Central HR Employee Benefits.

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

The approval of this budget modification will reclassify the Program Manager 1 position to a Program Supervisor in the DART Residential Appraisal section, effective March 20, 2015.

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