



**MULTNOMAH COUNTY  
AGENDA PLACEMENT REQUEST  
BUDGET MODIFICATION**

(revised 08/02/10)

<b>Board Clerk Use Only</b>	
<b>Meeting Date:</b>	<u>3/17/11</u>
<b>Agenda Item #:</b>	<u>C-5</u>
<b>Est. Start Time:</b>	<u>9:30 am</u>
<b>Date Submitted:</b>	<u>3/8/11</u>

**BUDGET MODIFICATION: DCS- 05**

**BUDGET MODIFICATION # DCS-05 Reclassifying an Office Assistant Senior  
Agenda Position to a Program Development Technician as Determined by the  
Title: 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.*

<b>Requested Meeting Date:</b>	<u>March 24, 2011</u>	<b>Amount of Time Needed:</b>	<u>Consent</u>
<b>Department:</b>	<u>Community Services</u>	<b>Division:</b>	<u>Budget and Operation Suppt</u>
<b>Contact(s):</b>	<u>Jerry Elliott</u>		
<b>Phone:</b>	<u>(503) 988-4624</u>	<b>Ext.</b>	<u>84624</u>
		<b>I/O Address:</b>	<u>455/2/224</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 the Board approve a budget modification for the reclassification of an Office Assistant Senior to a Program Development Technician in the Budget and Operations Support division as determined 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.**

As a result of gradual changes to the work performed by this position the employee requested the Class/Comp Unit of Central resources review the position classification. After this review, the Class/Comp Unit of Central Human Resource determined the appropriate classification for this position is a Program Development Technician. This budget modification will change the budget to correctly classify this position and the incumbent.

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

Budget modification detail is attached. Since the pay ranges for both classifications overlap, there is

**Budget Modification APR  
Submit to Board Clerk**

no change in the budget for this position, just a change in classification.

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

None

**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).**

No change to revenue.

- **What budgets are increased/decreased?**

No changes to budget amounts.

- **What do the changes accomplish?**

This budget modification implements the results of the position classification as determined by the Class/Comp unit of Central Human Resources.

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

Reclassification of position with the incumbent.

- **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: DCS- 05

### Required Signatures

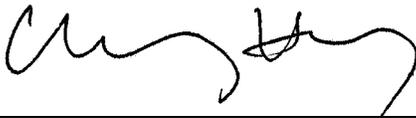
Elected Official or  
Department/  
Agency Director:



Date: 3/8/11

M. Cecilia Johnson

Budget Analyst:



Date: 3/7/11

Ching Hay

Department HR:



Date: 3/7/11

Candace Busby

Countywide HR:

Date:

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