



**Multnomah County  
Agenda Placement Request  
Budget Modification  
(FY 2018)**

**Board Clerk Use Only**

**Meeting Date:** \_\_\_\_\_  
**Agenda Item #:** \_\_\_\_\_  
**Est. Start Time:** \_\_\_\_\_  
**Date Submitted:** \_\_\_\_\_

**Agenda Title:** BUDGET MODIFICATION # DCM-04-18: Reclassification of five Appraiser 2 positions into Appraiser 3 positions in DCM DART

**Requested Meeting Date:** \_\_\_\_\_ **Time Needed:** \_\_\_\_\_  
**Department:** 72 - County Management **Division:** Division of Assessment, Revenue and Taxation

**Contact(s):** Mike Vaughn, Deb Anderson

**Phone:** 5039886355 **Ext.** 86355 **I/O Address** 503/2

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

**General Information**

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

Approval of reclassification #3898 - #3902, as recommended by the Class Comp section of Central HR, for positions 701280, 704361, 703873, 718045, and 703204. Five Appraiser 2 positions are being reclassified to a newly bargained Appraiser 3 classification effective October 16, 2017.

**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.**

These five positions in the Department of County Management’s Division of Assessment, Recording, and Taxation (DART) are requested for reclassification from Property Appraiser 2 to Property Appraiser 3 as a result of the Property Appraiser Market Study that was finalized on September 18, 2017. The employees in these positions were selected for promotion through a competitive recruitment process and received promotional letters on October 16, 2017 outlining their new salary and rate of pay per the Memorandum of Agreement (MOA). The positions held by these five employees need to be reclassified to Property Appraiser 3 to reflect the higher level duties and responsibilities that the positions are performing. The submitted position descriptions indicate that the duties, responsibilities, and qualifications support that these positions are allocated to Property Appraiser 3 (6044).

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

This action increases personnel costs to Program Offer 72034 by \$7,150 and Program Offer 72033 by \$19,272 for fiscal year 2018, offset by a reduction in Premium Pay and Professional Services. The top range of the new classification is 9.25% higher than the current classification. It is anticipated that in subsequent fiscal years the financial impact of the reclassification will be covered within existing resources.

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

None

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

None

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**Budget Modification**

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**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).**

Risk fund increases by \$1,379 due to personnel budget changes.

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

The Risk Fund increases by \$1,379.

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

Reclassification.

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

NA

**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

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**Required Signature**

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

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

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

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

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

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

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

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