



**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 # DCA-03-19: Reclassification of a Finance Specialist 1 to a Procurement Analyst (PO# 78101-19)

Requested Meeting Date: _____ **Time Needed:** Consent Calendar

Department: 78 - County Assets **Division:** Administrative Hub
Procurement & Contracting

Contact(s): Lisa Whedon and Chris Brower

Phone: 988-7580 **Ext.** _____ **I/O Address** 503/4

Presenter Name(s) & Title(s): N/A

General Information

1. What action are you requesting from the Board?

The department is requesting Board approval of budget modification DCA-03-19 the reclassification of a Finance Specialist 1 to a Procurement Analyst in program offer 78101-19 – Administrative Hub Procurement & Contracting.

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 Class/Comp decision #4071; a reclassification requested by management. This vacant position is requested for reclassification because of the removal and transfer of finance duties to the Accounts Payable unit. Instead, the position will be refocused on providing support to the Procurement and Contracting unit, with an increase in the duties and responsibilities as the county implements the new ERP system, which will include electronic procurement and contracting modules.

Specifically, this position will be responsible for planning, organizing, and coordinating complex procurements; drafting informal procurement documents; creating purchase orders and release orders to authorize payments on contracts; requesting quotes for complex non-routine purchases of materials, supplies, equipment, and/or services; advising and providing technical assistance to other staff regarding the resolution of difficult or complex purchasing activities; serving as the

liaison between vendors and county work units; and other related activities.

The program offer affected is 78101-19.

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

Personnel expenses are expected to increase by \$6,500 in FY19, which will be offset by a decrease in the Professional Services budget, thus the General Fund balance will not change. However, the Risk Management program offer (72020-19) will increase by \$319 due to increased non-medical insurance liability.

Please note, the current top step of the new classification is 9% higher than the top step of the original position and will be subject to any approved cost of living adjustments (COLA) in subsequent fiscal years. The financial impact of the new classification will be funded within the ongoing department's budget.

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

N/A

5. Explain any citizen or other government participation.

N/A

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).

As a result of the increase in personnel cost, revenue in the Risk Management program offer (72020-19) will increase by \$319.

7. What budgets are increased/decreased?

This reclassification results in a revenue and expense increase to the Risk Management fund of \$319.

8. What do the changes accomplish?

Approval of a classification decision from the Human Resources Classification Compensation unit that best reflects the duties of the position.

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

Yes, reclassification of position # 715730 from a Finance Specialist 1 (JCN 6029) to a Procurement Analyst (JCN 6112) in program offer 78101-19.

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

N/A

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?

N/A

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)?

N/A

Required Signature

**Elected Official or
Dept. Director:** _____

Date: _____

Budget Analyst: _____

Date: _____

Department HR: _____

Date: _____

Countywide HR: _____

Date: _____