



# 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-05-15: Reclassifying HR Analyst 1 to HR Analyst 2 in Employee Benefits Program

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

**Department:** 72 - County Management **Division:** Human Resources, Employee Benefits

**Contact(s):** Travis Graves

**Phone:** 503-988-6134 **Ext.** x86134 **I/O Address** \_\_\_\_\_

**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 DCM-05-15, reclassifying a HR Analyst 1 to HR Analyst 2 in the Human Resources Employee Benefits Program (72020).

### 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 Request #2572. HR is reorganizing in order to better align staffing to utilize existing positions more effectively, and provide better customer service for Leave Administration. This position will have higher levels of responsibilities including retirement, medical and dental benefit management. This position is filled at this time.

The change impacts program offer 72020-15. This reclassification has been approved by the Class Comp section with an effective date of 2/2/2014.

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

There is a difference of \$8,269 in cost for this reclassification. The cost of this change in pay will come from a reduction in the Temporary line item budget.

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

N/A

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

N/A

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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).**

No change in revenue.

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

There is a net \$8,269 difference in budget for this reclassification which will be offset by a reduction in the temporary budget (60100)).

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

This action will reclassify a position, according to the decision from Central Human Resources Classification Compensation Unit that best reflects the duties of this position.

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

Reclassification of a HR Analyst 1 to HR Analyst 2 in the Human Resources Benefits Program - program offer 72020-15.

**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

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