



## Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # C. 3 DATE 5-28-15  
LYNDA GROW, BOARD CLERK

### Board Clerk Use Only

Meeting Date: 5/28/15  
Agenda Item #: C.3  
Est. Start Time: 9:30 am  
Date Submitted: 5/14/15

**Agenda Title:** BUDGET MODIFICATION # DCA-13-15: Reclassifying Budget Analyst to a Finance Specialist Sr. in the DCA Hub - Budget Section

**Requested Meeting Date:** 5/28/15 **Time Needed:** N/A Consent

**Department:** 78 - County Assets **Division:** Hub - Budget

**Contact(s):** Lisa Whedon

**Phone:** (503)-988-7580 **Ext.**  **I/O Address**

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

### General Information

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

The Department of County Assets (DCA) requests Board approval of budget modification DCA-13-15, authorizing the reclassification of a Budget Analyst position to a Finance Specialist Senior, which is supported by the Central Human Resources Class/Comp unit response to reclassification request #2894.

#### 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.

The DCA Hub - Budget section performs internal services billing in addition to budget development and monitoring, and a Central Human Resources Class/Comp unit review has determined that the related position's responsibilities have a greater emphasis on the preparation, review, analysis and coordination of accounting transactions related to internal services billing than on budget development and monitoring.

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

There is no net fiscal impact of this budget modification on DCA's budget, as the additional \$660 from the reclassification will be offset by a like increase in the DCA's supplies 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).**

N/A

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

There is no net impact to DCA's budget as a result of this reclassification. Service reimbursement from the General Fund to the Risk Management Fund will decrease by \$35.

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

This budget modification implements the Central Human Resources Class/Comp unit decision to reclassify a Budget Analyst position to a Finance Specialist Senior to more accurately reflect the position's functions and duties.

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

Yes. The approval of this budget modification will authorize reclassification of a Budget Analyst to a Finance Specialist Senior in the DCA Hub-Budget section.

**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:** Sherry Swackhamer /s/

**Date:** 5/11/15

**Budget Analyst:** Chris Yager /s/

**Date:** 5/14/15

**Department HR:** Prudence Veach /s/

**Date:** 5/14/15

**Countywide HR:** Susan Mullett /s/

**Date:** 5/11/15

**Exp/Rev/FTE - Budget Modification**

Budget Year: 2015

Budget Modification: DCA-13-15

**Expenditures & Revenues**

An increase in revenue is shown as a negative value and a decrease as a positive value for consistency with SAP.

Line No.	Program Offer Number	Fund Code	Fund Center	Func. Area	Cost Object	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
1	72020-15	3500	72-80	0020	705210	50316 - Svc Rmb Med/Dental	(67,861,267)	(67,861,232)	35	
2	72020-15	3500	72-80	0020	705210	60330 - Claims Paid	4,864,824	4,864,789	(35)	
<b>3500 Total</b>										<b>0</b>
<b>72-80 Total</b>										<b>0</b>
<b>Program Offer Number 72020-15 Total</b>										<b>0</b>
3	78044-15	1000	78-10	0020	709101	60000 - Permanent	497,410	496,933	(477)	
4	78044-15	1000	78-10	0020	709101	60130 - Salary Related Expns	166,275	166,127	(149)	
5	78044-15	1000	78-10	0020	709101	60140 - Insurance Benefits	140,587	140,553	(35)	
6	78044-15	1000	78-10	0020	709101	60240 - Supplies	5,000	5,660	660	
<b>1000 Total</b>										<b>0</b>
<b>78-10 Total</b>										<b>0</b>
<b>Program Offer Number 78044-15 Total</b>										<b>0</b>

**Exp/Rev/FTE - Budget Modification**

Budget Year: 2015

Budget Modification: DCA-13-15

**Annualized Personnel Changes**

Change is shown on a full year basis even though this action affects only a part of the fiscal year (FY).

						Annualized				
Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
705669	6026	Budget Analyst	66325	1000	709101	(1.00)	(62,925)	(19,608)	(18,714)	(101,247)
705669	6032	Finance Specialist/Sr	66325	1000	709101	1.00	61,812	19,261	18,633	99,707
Total Annualized Changes:						0.00	(\$1,113)	(\$347)	(\$81)	(\$1,540)

**Current Year Personnel Changes**

Cost/savings that will take place in this FY; these explain the actual dollar amounts being changed by this BudMod.

						Current Year				
Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
705669	6026	Budget Analyst	66325	1000	709101	(0.25)	(15,930)	(4,964)	(4,693)	(25,587)
705669	6032	Finance Specialist/Sr	66325	1000	709101	0.25	15,453	4,815	4,658	24,927
Total Current FY Changes:						0.00	(\$477)	(\$149)	(\$35)	(\$660)