



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 # DCA-10-16: Reclassify an Engineer 3 to a Facilities Specialist 2 in County Assets Facilities Division

Requested Meeting Date: _____ **Time Needed:** NA - Consent

Department: 78 - County Assets **Division:** _____

Contact(s): Lisa Whedon and Jen Unruh

Phone: 988-7580 and 988-2418 **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 of County Assets requests Board approval of budget modification DCA-10-16 reclassifying a 1.00 FTE Engineer 3 position to a Facilities Specialist 2 in the Facilities and Property Management (FPM) Division.

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 request implements Classification and Compensation recommendation #3132 to reclassify a vacant 1.00 FTE Engineer 3 position to a Facilities Specialist 2 to better meet the Division's project management needs. Since the original classification, management has determined that a different body of work from that performed by and Engineer 3 is necessary to support the strategic plan in managing small projects. The affected program offers are 78013-16 Facilities Capital Engineering, 78004 -16 Facilities Operations and Maintenance and 72020-16 Central HR Employee Benefits.

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 decrease in permanent personnel costs of \$23,619 associated with the reclassification will be offset by a like increase in the division's temporary personnel cost budget.

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

NA

5. Explain any citizen or other government participation.

NA

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).

NA

7. What budgets are increased/decreased?

There is a neutral impact to DCA's budget - permanent personnel costs decrease by \$23,619 and temporary personnel costs increase by the same amount. Budgeted service reimbursement to the Risk Management fund will decrease \$1,260.

8. What do the changes accomplish?

These changes implement the Classification Compensation decision to reclassify an Engineer 3 to a Facilities Specialist 2.

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

Yes. These changes implement the Classification Compensation decision to reclassify an Engineer 3 to a Facilities Specialist 2.

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

Required Signature

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

Date: _____

Budget Analyst: _____

Date: _____

Department HR: _____

Date: _____

Countywide HR: _____

Date: _____