



# Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # C-2 DATE 10/13/16  
MARINA BAKER, ASST BOARD CLERK

## Board Clerk Use Only

Meeting Date: 10/13/16  
Agenda Item #: C.2  
Est. Start Time: 9:30 am  
Date Submitted: 9/21/16

**Agenda Title: BUDGET MODIFICATION # DCA-10-17: Reclass HVAC Engineer to Building Automation Systems Specialist in Facilities & Property Management**

**Requested Meeting Date:** October 13, 2016

**Time Needed:** Consent Agenda

**Department:** 78 - County Assets

**Division:** Facilities & Property Management

**Contact(s):** Lisa Whedon

**Phone:** 503-988-7580

**Ext.** 87580

**I/O Address** 503/4

**Presenter Name(s) & Title(s):** \_\_\_\_\_

## General Information

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

The Department of County Assets is requesting Board approval of budget modification DCA-10-17 reclassifying a vacant HVAC Engineer position #718406 (JCN 6121) in Program Offer 78202-17 Facilities Operations & Maintenance to a Building Automation System Specialist (JCN 6122).

### 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 #3555 a reclassification initiated by management. This vacant position is within the Facilities & Property Management division of the Department of County Assets.

The position was originally budgeted and allocated as an HVAC Engineer in July 2016; however, upon review of operational needs it was determined that the position should be a Building Automation Systems Specialist to keep up with industry trends on building automation and control systems, to address workload/coverage, and to better align with succession plans. The position will be responsible for providing leadership on matters pertaining to Building Automation Systems (BAS); providing systems administration, database maintenance, programming, diagnostics, and disaster recovery for BAS; identifying, developing, implementing, and maintaining integrated programs for HVAC, lighting, and energy management; investigating and reporting on new advancements in associated technology; diagnosing BAS operational and application problems

and provide solutions; operating, maintaining, troubleshooting, and repairing total building HVAC systems; providing technical support, scope definition, and design review for building projects; developing, customizing, and delivering training to HVAC engineers and division staff; and providing BAS oversight of contracted technical support.  
An analysis of the HVAC Engineer and Building Automation Systems Specialist classifications was performed before making an allocation decision: The duties, responsibilities and qualifications support this position be reclassified as a Building Automation Systems Specialist.

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

Personnel expenses related to the position increases by \$11,578 in FY17.  
The current top step of the new classification is 15.6% greater than the top step of the original position.  
This will be off set by a decrease in 60100 Temporary, 60135 Non Base Fringe and 60145 Non Base Insurance.  
As a result of the increase in Personnel cost elements and reduction in Temp cost elements the Risk Management program offer 72020-17 will increase by \$380.  
In subsequent fiscal years the reclassified position will be subject to the approved cost of living adjustments (COLA). 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

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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).**

As a result of the increase in Personnel cost elements and reduction in Temp cost elements the Risk Management program offer 72020-17 will increase by \$380.

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

This re-classification results in an increase to the Risk Management fund by \$380.

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

Approval of reclassification from the Human Resources Classification Compensation unit will best reflect the duties of the position and needs of the department.

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

Yes, reclassification of a vacant HVAC Engineer position #718406 (JCN 6121) in Program Offer 78202-17 Facilities Operations & Maintenance to a Building Automation System Specialist (JCN 6122).

**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)?**

In subsequent fiscal years the reclassified position will be subject to the approved cost of living adjustments (COLA). The new classification will be funded within the ongoing department's budget.

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**Required Signature**

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**Elected Official or  
Dept. Director:** Bob Leek /s/

**Date:** 9/21/16

**Budget Analyst:** Ching Hay /s/

**Date:** 9/23/16

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

**Date:** 9/21/16

**Countywide HR:** Karie Miller /s/

**Date:** 9/21/16

## Exp/Rev/FTE - Budget Modification

Budget Year: 2017

Budget Modification: DCA-10-17

### 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	72020-17	3500	72-80	0020	705210	50316 - Svc Rmb Med/Dental	(77,667,431)	(77,667,811)	(380)	
2	72020-17	3500	72-80	0020	705210	60330 - Claims Paid	12,216,084	12,216,464	380	
3500 Total										0
72-80 Total										0
Program Offer Number 72020-17 Total										0
3	78202-17	3505	78-50	0020	902210	60000 - Permanent	1,064,005	1,072,278	8,273	
4	78202-17	3505	78-50	0020	902210	60100 - Temporary	45,817	35,338	(10,479)	
5	78202-17	3505	78-50	0020	902210	60130 - Salary Related Expns	413,911	416,616	2,705	
6	78202-17	3505	78-50	0020	902210	60135 - Non Base Fringe	3,844	2,965	(879)	
7	78202-17	3505	78-50	0020	902210	60140 - Insurance Benefits	343,212	343,812	600	
8	78202-17	3505	78-50	0020	902210	60145 - Non Base Insurance	962	742	(220)	
3505 Total										0
78-50 Total										0
Program Offer Number 78202-17 Total										0

## Exp/Rev/FTE - Budget Modification

Budget Year: 2017

Budget Modification: DCA-10-17

### 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
718406	6121	HVAC Engineer		3505	902210	(1.00)	(63,777)	(20,862)	(19,625)	(104,264)
718406	6122	Building Automation System Special		3505	902210	1.00	73,704	24,108	20,345	118,157
Total Annualized Changes:						0.00	\$9,927	\$3,246	\$720	\$13,893

### 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
718406	6121	HVAC Engineer		3505	902210	(0.83)	(53,147)	(17,385)	(16,354)	(86,886)
718406	6122	Building Automation System Special		3505	902210	0.83	61,420	20,090	16,954	98,464
Total Current FY Changes:						0.00	\$8,273	\$2,705	\$600	\$11,578