



# 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-11-17: Central HR Reclass (JCN) 9080-HR Analyst 1 to (JCN) 9670-HR Analyst 2

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

**Department:** 72 - County Management **Division:** Central Human Resources

**Contact(s):** Travis Graves, Kelly Klein and Debra Anderson

**Phone:** 503-988-6355 **Ext.** 86355 **I/O Address** 503/3

**Presenter Name(s) & Title(s):** Consent Agenda

## General Information

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

Approval of reclassification #3687 as recommended by the Class Comp section of Central HR. A Human Resources Analyst 1 is being reclassified to a Human Resources Analyst 2 with an effective date of August 24, 2016.

### 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.

For reclass #3687: This filled position within Benefits and Wellness/Central HR in DCM is submitted for reclassification from HR Analyst 1 (#9080 Non-Exempt) to HR Analyst 2 (#9670 Exempt). The Wellness Program is being realigned in order to provide more consultation, facilitation and leadership for county departments so business needs now require providing higher level of program support. This position has been responsible for more advanced projects, including designing, conducting, and analyzing research studies, writing reports, and making recommendations for program operations.

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

This action will increase the salary and benefits for position 716665 by \$6,206. The increase will be covered with an offsetting decrease to the budgeted Professional Services in Program Offer 72020 -17. The current top of range for the new classification is 18% higher than the current classifications top of range. It is anticipated that in subsequent fiscal years the financial impact of

the new classification will be funded within the departments's budget.

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

None

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

None

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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).**

Risk Fund increased by \$324 due to personnel budget changes.

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

The Risk Fund increases by \$324.

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

Reclassification.

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

NA

**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

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