



# MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(revised 03/25/11)

## Board Clerk Use Only

Meeting Date: 12/15/11

Agenda Item #: C.1

Est. Start Time: 9:30 am

Date Submitted: 12/5/11

## BUDGET MODIFICATION: DCA-05

**BUDGET MODIFICATION DCA-05 Reclassifying a Facilities Specialist 3 to a Facilities Specialist 2 as determined by Central Human Resources Classification**  
**Agenda Title: Compensation unit.**

*Note: For all other submissions (i.e. Notices of Intent, Ordinances, Resolutions, Orders or Proclamations) please use the APR short form.*

**Requested Meeting Date:** \_\_\_\_\_ **Amount of Time Needed:** Consent Calendar  
**Department:** County Assets **Division:** Facilities  
**Contact(s):** Julie Neburka  
**Phone:** 988-3312 **Ext.** 27351 **I/O Address:** 531/4  
**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 DCA-05 reclassifying a Facilities Specialists 3 to a Facilities Specialist 2.

### 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 a reclassification request initiated by management. Class/Comp reviewed the submitted job duties and description and concluded Facilities Specialist 2 was the best fit for the position. The change impacts program offer 78005 Facilities Operations Maintenance.

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

Personnel costs decrease by \$6,205 with a like increase in supplies in the current year. On going personnel costs will decrease over time. Service reimbursement from the Facilities Fund to the Risk

fund decreases by \$342.

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

N/A

**5. Explain any citizen and/or other government participation that has or will take place.**

N/A

## ATTACHMENT A

### Budget Modification

If the request is a **Budget Modification**, please answer all of the following in detail:

- **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

- **What budgets are increased/decreased?**

Facilities personnel costs decrease by \$6,205 while supply expenses increase by a like amount.

- **What do the changes accomplish?**

Approval of classification decision from Human Resources Classification Compensation unit that best reflects the duties of the position.

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

Reclassification of Facilities Specialist 3 to a Facilities Specialist 2.

- **If a grant, is 100% of the central and department indirect recovered? If not, please explain why.**

N/A

- **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

- **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 (i.e. cash match, in kind match, reporting requirements etc)?**

N/A

*NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.*

## ATTACHMENT B

BUDGET MODIFICATION:DCA-05

### Required Signatures

Elected Official or  
Department/  
Agency Director:



Date: 12/5/11

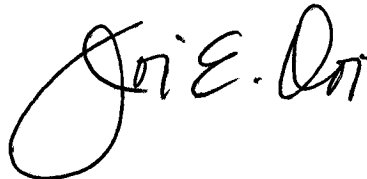
Sherry Swackhamer



Budget Analyst:

Julie Neburka

Date: 12.5.11



Department HR:

Joi Doi

Date:

Countywide HR:

Date: