



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(Revised: 8/18/11)

Board Clerk Use Only

Meeting Date: 12/1/11
 Agenda Item #: C.1
 Est. Start Time: 9:30 am
 Date Submitted: 11/8/11

**BUDGET MODIFICATION # DCS – 04 Reclassifying an Office Assistant 2
 Agenda Position to an Office Assistant Senior as Determined by the Class/Comp Unit
 Title: of Central Human Resources**

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

Requested Meeting Date: December 1, 2011 **Time Needed:** Consent
Department: Community Services **Division:** Elections
Contact(s): Jerry Elliott
Phone: (503) 988-4624 **Ext.** 84624 **I/O Address:** 455/2/224
Presenter Name(s) & Title(s): N/A

General Information

1. What action are you requesting from the Board?

The Department is requesting the Board approve a budget modification for the reclassification of an Office Assistant 2 to an Office Assistant Senior in the Elections division as determined by the Class/Comp Unit of Central Human Resources

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.

As a result of gradual changes to the work performed by this position the employee requested the Class/Comp Unit of Central Resources review the position classification. After this review, the Class/Comp Unit of Central Human Resources determined the appropriate classification for this position is an Office Assistant Senior. This budget modification will change the budget to correctly classify this position and the incumbent.

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

This reclassification will increase FY12 personnel expenses and also increase personnel expenses in subsequent fiscal years.

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

None

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

None

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?**

Personnel expenses are being increased by \$6,290 and offset by a corresponding decrease in supplies, training and professional services expenses.

- **What do the changes accomplish?**

This budget modification implements the results of the position classification as determined by the Class/Comp unit of Central Human Resources.

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

Reclassification of position with the incumbent.

- **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.

Required Signature

Elected Official or Dept Director:  Date: 11/8/2011

Budget Analyst:  Date: _____

Budget Analyst: Ching Hay Date: _____

 Date: _____

Department HR: Candace Busby Date: _____

 Date: _____

CountywideHR: John Kaneski Date: _____

