



# MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(revised 03/25/11)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # C-2 DATE 11/3/11  
LYNDA GROW, BOARD CLERK

## Board Clerk Use Only

Meeting Date: 11/03/11  
Agenda Item #: C.2  
Est. Start Time: 9:30 am  
Date Submitted: 10/19/11

## BUDGET MODIFICATION: DCM-04

**BUDGET MODIFICATION DCM-04 Reclassifying two positions in Central Human Resources as determined by Central Human Resources Classification**  
**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: November 3, 2011 Amount of Time Needed: Consent Calendar  
Department: County Management Division: Human Resources  
Contact(s): Julie Neburka  
Phone: 988-3312 Ext. 27351 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 is requesting board approval of budget modification DCM-04 reclassifying two positions in 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.

This modification reflects a Class/Comp decision on two reclassification requests initiated by management. An external consultant and Melissa Daily of the Health Dept. HR team, reviewed the submitted job duties and description and concluded the best fit for the positions as follows:

- Human Resource Technician in Class/Comp is reclassified to a Human Resource Analyst 1.
- Office Assistant 2 represented is reclassified to an Office Assistant 2 non-represented.

The latter position is also moving from the HR administration unit to Labor Relations unit as a result of span of control restructuring.

These changes impact program offer 72056 Central Human Resources Administration, 72057 Central Human Resources – Central HR Services, and 72058 Central Human Resources – Labor Relations.

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

The Office Assistant 2 reclass is budget neutral in the current year. The pay scale for a Human Resource Technician is (\$37,845 - \$52,984) while the pay scale for a Human Resource Analyst 1 is (\$43,883 - \$61,437). Class/Comp personnel costs will increase by \$4,754 offset with a like reduction in professional service. Personnel costs will increase over time and will be absorbed with in the division budget. Service reimbursement from the General Fund to the Risk Fund increases by \$294.

**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

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## ATTACHMENT A

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### Budget Modification

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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?**

N/A

- **What do the changes accomplish?**

Approval of classification decisions from Central Human Resources Classification Compensation unit that best reflects the duties of the positions.

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

Reclassification of an Office Assistant 2 represented to an Office Assistant 2 non-represented.  
Reclassification of a Human Resource Technician to a Human Resource Analyst 1.

- **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

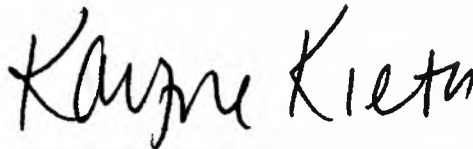
|   |
|---|
| <i>NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense &amp;</i> |
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## ATTACHMENT B

**BUDGET MODIFICATION:DCM-04**

### Required Signatures

**Elected Official or  
Department/  
Agency Director:**



**Date:** 10/18/11

Karyne Kieta

**Budget Analyst:**



**Date:** 10/18/11

Christian Elkin

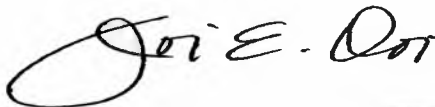
**Department HR:**

//s//

Pam Hodge

**Date:** 10/18/11

**Countywide HR:**



**Date:** 10/18/11

Joi Doi

DCM-04

**EXPENDITURES & REVENUES**

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with SAP.

**Budget/Fiscal Year: 2012**

| Line No. | Fund Center | Fund Code | Program # | Func. Area | Accounting Unit |             |              | Current Amount | Revised Amount | Change Increase/ (Decrease) | Description           |
|----------|-------------|-----------|-----------|------------|-----------------|-------------|--------------|----------------|----------------|-----------------------------|-----------------------|
|          |             |           |           |            | Internal Order  | Cost Center | Cost Element |                |                |                             |                       |
| 1        | 72-80       | 1000      | 72057     | 20         |                 | 705250      | 60000        | 235,845        | 239,300        | 3,455                       | Permanent             |
| 2        | 72-80       | 1000      | 72057     | 20         |                 | 705250      | 60130        | 69,772         | 70,777         | 1,005                       | Salary Related        |
| 3        | 72-80       | 1000      | 72057     | 20         |                 | 705250      | 60140        | 61,827         | 62,121         | 294                         | Insurance             |
| 4        | 72-80       | 1000      | 72057     | 20         |                 | 705250      | 60170        | 48,000         | 43,246         | (4,754)                     | Professional Services |
| 5        |             |           |           |            |                 |             |              |                |                |                             |                       |
| 6        | 72-10       | 3500      |           | 20         |                 | 705210      | 50316        |                | (294)          | (294)                       | Svc Reim to Risk Fund |
| 7        | 72-10       | 3500      |           | 20         |                 | 705210      | 60330        |                | 294            | 294                         | Claims Paid           |
| 8        |             |           |           |            |                 |             |              |                | 0              |                             |                       |
| 9        | 72-80       | 1000      | 72056     | 20         |                 | 705100      | 60000        | 95,917         | 61,919         | (33,998)                    | Permanent             |
| 10       | 72-80       | 1000      | 72056     | 20         |                 | 705100      | 60130        | 28,902         | 19,009         | (9,893)                     | Salary Related        |
| 11       | 72-80       | 1000      | 72056     | 20         |                 | 705100      | 60140        | 35,237         | 18,805         | (16,432)                    | Insurance             |
| 12       |             |           |           |            |                 |             |              |                |                |                             |                       |
| 13       | 72-80       | 1000      | 72058     | 20         |                 | 702000      | 60000        | 519,589        | 553,587        | 33,998                      | Permanent             |
| 14       | 72-80       | 1000      | 72058     | 20         |                 | 702000      | 60130        | 156,626        | 166,519        | 9,893                       | Salary Related        |
| 15       | 72-80       | 1000      | 72058     | 20         |                 | 702000      | 60140        | 119,995        | 136,427        | 16,432                      | Insurance             |
| 16       |             |           |           |            |                 |             |              |                |                |                             |                       |
| 17       |             |           |           |            |                 |             |              |                |                |                             |                       |
| 18       |             |           |           |            |                 |             |              |                |                |                             |                       |
| 19       |             |           |           |            |                 |             |              |                |                |                             |                       |
| 20       |             |           |           |            |                 |             |              |                |                |                             |                       |
| 21       |             |           |           |            |                 |             |              |                |                |                             |                       |
| 22       |             |           |           |            |                 |             |              |                |                |                             |                       |
| 23       |             |           |           |            |                 |             |              |                |                |                             |                       |
| 24       |             |           |           |            |                 |             |              |                |                |                             |                       |
| 25       |             |           |           |            |                 |             |              |                |                |                             |                       |
| 26       |             |           |           |            |                 |             |              |                |                |                             |                       |
| 27       |             |           |           |            |                 |             |              |                |                |                             |                       |
| 28       |             |           |           |            |                 |             |              |                |                |                             |                       |
| 29       |             |           |           |            |                 |             |              |                |                |                             |                       |
|          |             |           |           |            |                 |             |              |                |                | 0                           | Total - Page 1        |
|          |             |           |           |            |                 |             |              |                |                | 0                           | GRAND TOTAL           |

**ANNUALIZED PERSONNEL CHANGE**Change on a full year basis even though this action affects only a part of the fiscal year (FY).

|                          |       |        |           |                      |                 |        | ANNUALIZED |          |          |          |
|--------------------------|-------|--------|-----------|----------------------|-----------------|--------|------------|----------|----------|----------|
| Fund                     | Job # | HR Org | CC/WBS/IO | Position Title       | Position Number | FTE    | BASE PAY   | FRINGE   | INSUR    | TOTAL    |
| 1000                     | 6001  | 64645  | 705100    | OA 2 Represented     | 712514          | (1.00) | (33,998)   | (9,893)  | (16,432) | (60,323) |
| 1000                     | 9011  | 64646  | 702000    | OA 2 Non represented | 712514          | 1.00   | 33,998     | 9,893    | 16,432   | 60,323   |
| 1000                     | 9061  | 64647  | 705250    | HR Tech              | 713282          | (1.00) | (49,350)   | (14,361) | (17,737) | (81,448) |
| 1000                     | 9080  | 64647  | 705250    | HR Analyst 1         | 713282          | 1.00   | 52,805     | 15,366   | 18,031   | 86,202   |
|                          |       |        |           |                      |                 |        |            |          |          | 0        |
|                          |       |        |           |                      |                 |        |            |          |          | 0        |
|                          |       |        |           |                      |                 |        |            |          |          | 0        |
|                          |       |        |           |                      |                 |        |            |          |          | 0        |
|                          |       |        |           |                      |                 |        |            |          |          | 0        |
|                          |       |        |           |                      |                 |        |            |          |          | 0        |
|                          |       |        |           |                      |                 |        |            |          |          | 0        |
|                          |       |        |           |                      |                 |        |            |          |          | 0        |
|                          |       |        |           |                      |                 |        |            |          |          | 0        |
|                          |       |        |           |                      |                 |        |            |          |          | 0        |
|                          |       |        |           |                      |                 |        |            |          |          | 0        |
|                          |       |        |           |                      |                 |        |            |          |          | 0        |
| TOTAL ANNUALIZED CHANGES |       |        |           |                      |                 | 0.00   | 3,455      | 1,005    | 294      | 4,754    |

**CURRENT YEAR PERSONNEL DOLLAR CHANGE**Calculate costs/savings that will take place in this FY; these should explain the actual dollar amounts being changed by this Bud Mod.

|                          |       |        |           |                      |                 |        | CURRENT YEAR |          |          |          |
|--------------------------|-------|--------|-----------|----------------------|-----------------|--------|--------------|----------|----------|----------|
| Fund                     | Job # | HR Org | CC/WBS/IO | Position Title       | Position Number | FTE    | BASE PAY     | FRINGE   | INSUR    | TOTAL    |
| 1000                     | 6001  | 64645  | 705100    | OA 2 Represented     | 712514          | (0.75) | (25,499)     | (7,420)  | (12,324) | (45,242) |
| 1000                     | 9011  | 64646  | 702000    | OA 2 Non represented | 712514          | 0.75   | 25,499       | 7,420    | 12,324   | 45,242   |
| 1000                     | 9061  | 64647  | 705250    | HR Tech              | 713282          | (1.00) | (49,350)     | (14,361) | (17,737) | (81,448) |
| 1000                     | 9080  | 64647  | 705250    | HR Analyst 1         | 713282          | 1.00   | 52,805       | 15,366   | 18,031   | 86,202   |
|                          |       |        |           |                      |                 |        |              |          |          | 0        |
|                          |       |        |           |                      |                 |        |              |          |          | 0        |
|                          |       |        |           |                      |                 |        |              |          |          | 0        |
|                          |       |        |           |                      |                 |        |              |          |          | 0        |
|                          |       |        |           |                      |                 |        |              |          |          | 0        |
|                          |       |        |           |                      |                 |        |              |          |          | 0        |
|                          |       |        |           |                      |                 |        |              |          |          | 0        |
|                          |       |        |           |                      |                 |        |              |          |          | 0        |
|                          |       |        |           |                      |                 |        |              |          |          | 0        |
|                          |       |        |           |                      |                 |        |              |          |          | 0        |
|                          |       |        |           |                      |                 |        |              |          |          | 0        |
|                          |       |        |           |                      |                 |        |              |          |          | 0        |
|                          |       |        |           |                      |                 |        |              |          |          | 0        |
| TOTAL CURRENT FY CHANGES |       |        |           |                      |                 | 0.00   | 3,455        | 1,005    | 294      | 4,754    |

| FM Side   |                    |                    | PS/CO Side        |             |                | Cost Element/<br>Commitment |  |
|---|--------------------|--------------------|-------------------|-------------|----------------|-----------------------------|--|
| FM<br>Fund<br>Center  | FM<br>Fund<br>Code | Functional<br>Area | Internal<br>Order | Cost Center | WBS<br>Element | Item                        | Notes  |
| <b>General Fund Contingency</b>   |                    |                    |                   | 9500001000  |                | 60470                       | Reduce available General Fund Contingency                    |
| 19  | 1000               | 0020               |                   | xxx         | xxx            | xxxxx                       | Increase Expenditure   |
| xx-xx   | xxxxx              | 0020               |                   |             |                |                             |  |
| <b>Indirect</b>   |                    |                    |                   |             |                |                             |  |
| <b>Central</b>  |                    |                    |                   |             | xxx            | 60350                       | Indirect Expenditure   |
| xx-xx   | xxxxx              |                    |                   |             |                | 50310                       | Indirect reimbursement revenue in General Fund               |
| 19  | 1000               | 0020               |                   | 9500001000  |                | 60470                       | CGF Contingency expenditure                                  |
| 19  | 1000               | 0020               |                   |             |                |                             |  |
| <b>Departmental</b>   |                    |                    |                   |             | xxx            | 60355                       | Indirect Department Expenditure                              |
| xxx   | xxxxx              |                    |                   | xxx         | xxx            | 50370                       | Indirect Dept reimbursement revenue in General Fund          |
| xx-xx   | 1000               |                    |                   | xxx         | xxx            | xxx                         | Off setting Dept expenditure in General Fund                 |
| xx-xx   | 1000               |                    |                   |             |                |                             |  |
| <b>Telecommunications</b>   |                    |                    |                   |             | xxx            | 60370                       | Departmental telecommunication expenditure                   |
| xx-xx   | xxxxx              |                    |                   |             |                | 50310                       | Budgets receipt of reimbursement                             |
| 78-70   | 3503               | 0020               |                   | 709525      |                | 60200                       | Budgets offsetting expenditure in telecommunications fund    |
| 78-70   | 3503               | 0020               |                   |             |                |                             |  |
| <b>Data Processing</b>  |                    |                    |                   |             | xxx            | 60380                       | Departmental data processing expenditures                    |
| xx-xx   | xxxxx              |                    |                   |             |                | 50310                       | Budgets receipt of Data Processing reimbursement             |
| 78-70   | 3503               | 0020               |                   | 709000      |                | 60240                       | Budgets offsetting expenditures                              |
| 78-70   | 3503               | 0020               |                   |             |                |                             |  |
| <b>PC Flat Fee</b> <i>(Flat Fee is no longer in effect for most Departments beginning in FY 2007)</i> |                    |                    |                   |             | xxx            | 60390                       | Departmental PC Flat Fee expenditure                         |
| xx-xx   | xxxxx              |                    |                   |             |                | 50310                       | Budgets receipt of PC Flat Fee                               |
| 78-70   | 3503               | 0020               |                   | 709617      |                | 60240                       | Budgets offsetting expenditure                               |
| 78-70   | 3503               | 0020               |                   |             |                |                             |  |
| <b>Electronic Service Reimbursement</b>   |                    |                    |                   |             |                | 60420                       | Departmental Electronics expenditure                         |
| xx-xx   | xxxxx              |                    |                   |             |                | 50310                       | Receipt of Electronics service reimbursement                 |
| 78-60   | 3501               | 0020               |                   | 904200      |                | 60240                       | Budgets offsetting expenditure                               |
| 78-60   | 3501               | 0020               |                   |             |                |                             |  |
| <b>Motor Pool:</b> <i>Use this cost center if you are adding funds for motor pool use.</i>            |                    |                    |                   |             | xxx            | 60410                       | Departmental Motor Pool expenditure                          |
| xx-xx   | xxxxx              |                    |                   |             |                | 50310                       | Budgets receipt of Motor Pool service reimbursement          |
| 78-30   | 3501               | 0020               |                   | 904150      |                | 60240                       | Budgets offsetting expenditure                               |
| 78-30   | 3501               | 0020               |                   |             |                |                             |  |
| <b>Fleet:</b> <i>Use this cost center if you are adding funds for dedicated program cars.</i>         |                    |                    |                   |             | xxx            | 60410                       | Departmental Fleet expenditure                               |
| xx-xx   | xxxxx              |                    |                   |             |                | 50310                       | Budgets receipt of Fleet service reimbursement               |
| 78-60   | 3501               | 0020               |                   | 904100      |                | 60240                       | Budgets offsetting expenditure                               |
| 78-60   | 3501               | 0020               |                   |             |                |                             |  |
| <b>Building Management</b>  |                    |                    |                   |             | xxx            | 60430                       | Departmental Building Management expenditure                 |
| xx-xx   | xxxxx              |                    |                   |             |                | 50310                       | Budgets receipt of Building Management service reimbursement |
| 78-50   | 3505               | 0020               |                   | 902575      |                | 60170                       | Budgets offsetting expenditure                               |
| 78-50   | 3505               | 0020               |                   |             |                |                             |  |
| <b>Insurance Service Reimbursement</b>  |                    |                    |                   |             |                | 60140 or 60145              | Departmental Insurance expenditure                           |
| xx-xx   | xxxxx              |                    |                   |             |                | 50316                       | Insurance Revenue  |
| 72-10   | 3500               | 0020               |                   | 705210      |                | 60330                       | Offsetting expenditure                                       |
| 72-10   | 3500               | 0020               |                   |             |                |                             |  |
| <b>Lease Payments to Capital Lease Retirement Fund</b>  |                    |                    |                   |             |                | 60450                       | Departmental Capital Lease Retirement expenditure            |
| xx-xx   | xxxxx              |                    |                   |             |                |                             | Contact your Budget Analyst to complete this.                |
| <b>Mail &amp; Distribution</b>  |                    |                    |                   |             | xxx            | 60460                       | Mail & Distribution expenditure                              |
| xx-xx   | xxxxx              |                    |                   |             |                | 50310                       | Budgets receipt of service reimbursement                     |
| 78-20   | 3504               | 0020               |                   | 904400      |                | 60230                       | Budgets offsetting expenditure                               |
| 78-20   | 3504               | 0020               |                   |             |                |                             |  |
| <b>Records</b>  |                    |                    |                   |             | xxx            | 60460                       | Records expenditure  |
| xx-xx   | xxxxx              |                    |                   |             |                | 50310                       | Budgets receipt of service reimbursement                     |
| 78-20   | 3504               | 0020               |                   | 904500      |                | 60240                       | Budgets offsetting expenditure                               |
| 78-20   | 3504               | 0020               |                   |             |                |                             |  |
| <b>Stores</b>   |                    |                    |                   |             | xxx            | 60460                       | Stores expenditure   |
| xx-xx   | xxxxx              |                    |                   |             |                | 50310                       | Budgets receipt of service reimbursement                     |
| 78-20   | 3504               | 0020               |                   | 904600      |                | 60240                       | Budgets offsetting expenditure                               |
| 78-20   | 3504               | 0020               |                   |             |                |                             |  |

**How are functional areas assigned to cost objects?**

For the most part, functional area is related to what department has recorded the revenue or expenditure (i.e. the District Attorney is reported in Public Safety and Justice). There are some exceptions to this rule that require certain funds to be assigned to a particular functional area, regardless of what department the revenues or expenditures are recorded in.

| Functional Area Assignments ~ Based on Fund      |                                      |      |
|--|--------------------------------------|------|
| 1501 – Road Fund                                 | Roads and Bridges                    | 0080 |
| 1502 – Emergency Communications Fund             | Community Services                   | 0060 |
| 1503 – Bike Path Fund                            | Community Services                   | 0060 |
| 1504 – Recreation Fund                           | Community Services                   | 0060 |
| 1506 – County School Fund                        | Community Services                   | 0060 |
| 1509 – Willamette River Bridges Fund             | Roads and Bridges                    | 0080 |
| 1510 – Library Fund                              | Library                              | 0070 |
| 1512 – Land Corner Preservation Fund             | Roads and Bridges                    | 0080 |
| 2504 – Building Project Fund                     | Community Services                   | 0060 |
| 2507 – Capital Improvement Fund                  | Community Services                   | 0060 |
| 2509 – Asset Preservation Fund                   | Community Services                   | 0060 |
| 2511 – Sellwood Bridge Fund                      | Roads and Bridges                    | 0080 |
| 3000 – Dunthorpe-Riverdale Service Dist #14 Fund | Dunthorpe-Riverdale Service Dist #14 | 0500 |
| 3001 – Mid County Service District #1 Fund       | Mid County Service District #1       | 0510 |
| 3002 – Behavioral Health Managed Care Fund       | Behavioral Health Managed Care       | 0520 |

If a cost object is not in one of the funds listed above, then the functional area should be assigned based on the department that the cost object is in.

| Functional Area Assignments ~ Based on Department (Fund Center) |                           |      |
|---|---------------------------|------|
| Non-Departmental (10, except 10-50)                             | General Government        | 0020 |
| Non-Departmental – CCFC (10-50)                                 | Social Services           | 0040 |
| District Attorney (15)  | Public Safety and Justice | 0050 |
| Countywide (18 & 19)  | General Government        | 0020 |
| Human Services (20, 21, 22, 25, 26, 30 & 31)                    | Social Services           | 0040 |
| Health (40)   | Health Services           | 0030 |
| Community Justice (50)  | Public Safety and Justice | 0050 |
| Sheriff's Office (60)   | Public Safety and Justice | 0050 |
| County Management (72)  | General Government        | 0020 |
| County Assets (78)  | General Government        | 0020 |
| Library (80)  | Library                   | 0070 |
| Community Services (91)   | General Government        | 0020 |

*If you have any questions or comments, please contact Susan Luce in General Ledger at ext. 22138.*