



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

BUDGET MODIFICATION: DCM-04

Agenda Title:	BUDGET MODIFICATION DCM-04 Reclassifying two positions in Central Human Resources as determined by Central Human Resources Classification Compensation unit.
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Note: For all other submissions (i.e. Notices of Intent, Ordinances, Resolutions, Orders or Proclamations) please use the APR short form.

Requested Meeting Date:	<u>November 3, 2011</u>	Amount of Time Needed:	<u>Consent Calendar</u>
Department:	<u>County Management</u>	Division:	<u>Human Resources</u>
Contact(s):	<u>Julie Neburka</u>		
Phone:	<u>988-3312</u>	Ext.:	<u>27351</u>
		I/O Address:	<u>503/4</u>
Presenter Name(s) & Title(s):	<u>N/A</u>		

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

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?**

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

NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense &

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

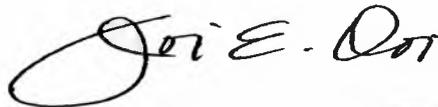
Department HR:

//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											
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22											
23											
24											
25											
26											
27											
28											
29											
										0	Total - Page 1
										0	GRAND TOTAL

FM Side			PS/CO Side			Cost Element/ Commitment Item	Notes
FM Fund Center	FM Fund Code	Functional Area	Internal Order	Cost Center	WBS Element		
General Fund Contingency				950001000		60470	Reduce available General Fund Contingency
19	1000	0020		xxx	xxx	xxxxx	Increase Expenditure
xx-xx	xxxxx	0020					
Indirect							
Central							
xx-xx	xxxxx				xxx	60350	Indirect Expenditure
19	1000	0020		950001000		50310	Indirect reimbursement revenue in General Fund
19	1000	0020		950001000		60470	CGF Contingency expenditure
Departmental							
xxx	xxxxx			xxx	xxx	60355	Indirect Department Expenditure
xx-xx	1000			xxx	xxx	50370	Indirect Dept reimbursement revenue in General Fund
xx-xx	1000			xxx	xxx	xxx	Off setting Dept expenditure in General Fund
Telecommunications							
xx-xx	xxxxx				xxx	60370	Departmental telecommunication expenditure
78-70	3503	0020		709525		50310	Budgets receipt of reimbursement
78-70	3503	0020		709525		60200	Budgets offsetting expenditure in telecommunications fund
Data Processing							
xx-xx	xxxxx				xxx	60380	Departmental data processing expenditures
78-70	3503	0020		709000		50310	Budgets receipt of Data Processing reimbursement
78-70	3503	0020		709000		60240	Budgets offsetting expenditures
PC Flat Fee <i>(Flat Fee is no longer in effect for most Departments beginning in FY 2007)</i>							
xx-xx	xxxxx				xxx	60390	Departmental PC Flat Fee expenditure
78-70	3503	0020		709617		50310	Budgets receipt of PC Flat Fee
78-70	3503	0020		709617		60240	Budgets offsetting expenditure
Electronic Service Reimbursement							
xx-xx	xxxxx					60420	Departmental Electronics expenditure
78-60	3501	0020		904200		50310	Receipt of Electronics service reimbursement
78-60	3501	0020		904200		60240	Budgets offsetting expenditure
Motor Pool: <i>Use this cost center if you are adding funds for motor pool use.</i>							
xx-xx	xxxxx				xxx	60410	Departmental Motor Pool expenditure
78-30	3501	0020		904150		50310	Budgets receipt of Motor Pool service reimbursement
78-30	3501	0020		904150		60240	Budgets offsetting expenditure
Fleet: <i>Use this cost center if you are adding funds for dedicated program cars.</i>							
xx-xx	xxxxx				xxx	60410	Departmental Fleet expenditure
78-60	3501	0020		904100		50310	Budgets receipt of Fleet service reimbursement
78-60	3501	0020		904100		60240	Budgets offsetting expenditure
Building Management							
xx-xx	xxxxx				xxx	60430	Departmental Building Management expenditure
78-50	3505	0020		902575		50310	Budgets receipt of Building Management service reimbursement
78-50	3505	0020		902575		60170	Budgets offsetting expenditure
Insurance Service Reimbursement							
xx-xx	xxxxx					60140 or 60145	Departmental Insurance expenditure
72-10	3500	0020		705210		50316	Insurance Revenue
72-10	3500	0020		705210		60330	Offsetting expenditure
Lease Payments to Capital Lease Retirement Fund							
xx-xx	xxxxx					60450	Departmental Capital Lease Retirement expenditure
							Contact your Budget Analyst to complete this.
Mail & Distribution							
xx-xx	xxxxx				xxx	60460	Mail & Distribution expenditure
78-20	3504	0020		904400		50310	Budgets receipt of service reimbursement
78-20	3504	0020		904400		60230	Budgets offsetting expenditure
Records							
xx-xx	xxxxx				xxx	60460	Records expenditure
78-20	3504	0020		904500		50310	Budgets receipt of service reimbursement
78-20	3504	0020		904500		60240	Budgets offsetting expenditure
Stores							
xx-xx	xxxxx				xxx	60460	Stores expenditure
78-20	3504	0020		904600		50310	Budgets receipt of service reimbursement
78-20	3504	0020		904600		60240	Budgets offsetting expenditure

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.