



popular education methodologies to reduce sexual health disparities; developing and evaluating sexuality education sessions, curriculum, and materials; reviewing and evaluating existing curriculum for accuracy and appropriateness and aligning health education with Oregon Department of Education Standards and grant-funded objectives.

This change impacts program offer 40025—Adolescent Health Promotion.

Reclassify a 1.00 FTE Research Evaluation Analyst 2 to a 1.00 FTE Research Evaluation Analyst Senior, position 702028, in the Policy & Planning Division of the Health Department. Class Comp approved the reclassification effective 02/15/2013 (reclassification #2297). The duties and responsibilities of this position have gradually changed. This position is responsible for providing advanced level research, evaluation, and leadership for the Health Department quality programs and projects and serves as the Public Health Accreditation Coordinator, which includes providing leadership and project management to prepare, apply, and achieve National Public Health Accreditation status. In addition, the position is responsible for independently planning, designing, and performing complex quantitative and qualitative analysis and interpretation using software and statistical methodologies for short-term and multi-year projects.

This change impacts program offer 40035A—Health Assessment, Planning and Evaluation.

Reclassify a 1.00 FTE Research Evaluation Analyst 2 to a 1.00 FTE Research Evaluation Analyst Senior, position 714282, in the Policy & Planning Division of the Health Department. Class Comp approved the reclassification effective 02/15/2013 (reclassification #2298). The duties and responsibilities of this position have gradually changed. This position is responsible for planning, designing, and conducting complex assessments to evaluate the health impacts of programs, projects, and policies and develops innovative methodologies that employ quantitative and qualitative techniques and spatial analyses. In addition, this position is responsible for serving as lead in conducting analyses for department-wide population surveillance reports, serving on the Oregon/Multnomah County Health Institutional Review Board (IRB), collaborating with the Health Officer to develop IRB policies and providing technical assistance to staff applying for IRB approval, and identifying appropriate performance measures.

This change impacts program offer 40035A—Health Assessment, Planning and Evaluation.

Reclassify a 0.63 FTE Human Resources Analyst 2 to a 0.63 FTE Human Resources Analyst Senior, position 714917, in the Human Resources Division of the Health Department. Class Comp approved the reclassification effective 03/20/2013 (reclassification #2319). The duties and responsibilities of this position have gradually changed. This position is responsible for providing advance support to assigned customers on multiple human resources functional areas and performing complex work assignments independently—advising managers and supervisors in resolving employee conflicts, reviewing performance evaluations and making recommendations to managers when necessary, and coaching and orienting managers and supervisors on administering discipline. In addition, this position is responsible for providing advice to manager and supervisors on responding to various steps of the collective bargaining grievance process and serves as the subject matter expert for classification and compensation functions—including analysis of position descriptions and ensuring consistency and appropriateness of requests throughout the Health Department.

This change impacts program offer 40039—Business and Quality – Human Resources and Training.

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

This budget modification has no fiscal impact in the current year. Budgeted personnel costs are within the pay scales of the new classifications or other budgeted line items have been adjusted so that the changes are budget neutral.

The reclassification of position 712989 to a Health Educator increased budgeted personnel cost by \$7,426 because the step at which a Health Educator is budgeted is higher than the step at which a Community Health Specialist 2 is budgeted. The increase in cost is offset by a decrease in supplies for no net fiscal impact this fiscal year.

The reclassification of position 702028 to a Research Evaluation Analyst Senior increased budgeted personnel cost by \$5,202 because the step at which the Research Evaluation Analyst Senior is budgeted is higher than the step at which a Research Evaluation Analyst 2 is budgeted. The increase in cost is offset by a decrease in printing, supplies, travel & training, software license/maintenance, and dues & subscriptions for no net fiscal impact this fiscal year.

The reclassification of position 714282 to a Research Evaluation Analyst Senior increased budgeted personnel cost by \$2,232 because the step at which the Research Evaluation Analyst Senior is budgeted is higher than the step at which a Research Evaluation Analyst 2 is budgeted. The increase in cost is offset by a decrease in printing, supplies, travel & training, software license/maintenance, and dues & subscriptions for no net fiscal impact this fiscal year.

The reclassification of position 714917 to a Human Resources Analyst Senior increased budgeted personnel cost by \$5,565 because the step at which the Human Resources Analyst Senior is budgeted is higher than the step at which a Human Resources Analyst 2 is budgeted. The increase in cost is offset by a decrease in professional services, repairs & maintenance, supplies, and travel & training for no net fiscal impact this fiscal year.

In subsequent fiscal years, the reclassified positions will be subject to approved cost of living adjustments (COLA) and step and merit pay increases in accordance with collective bargaining agreements and county personnel rules. Increased costs will be funded within the department's budget.

**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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**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).

No change in revenues.

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

The Health Department's budget will have the following changes:

- Permanent personnel budget will increase by \$14,430
- Salary related expense budget will increase by \$4,913
- Insurance benefits budget will increase by \$1,082
- Professional services budget will decrease by \$1,000
- Printing budget will decrease by \$1,500
- Repairs and maintenance budget will decrease by \$1,000
- Supplies budget will decrease by \$8,926
- Travel & training budget will decrease by \$4,065
- Software License/Maintenance budget will decrease by \$3,055
- Dues & subscriptions budget will decrease by \$879

These changes will have no financial impact on the budget and do not change the Health Department's total FTE.

- **What do the changes accomplish?**

Changes of classification for positions 712989, 702028, 714282, and 714917 better fit the duties of these positions as determined by the Class/Comp Unit of Central Human Resources.

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

- Reclassify a 1.00 FTE Community Health Specialist 2 to a 1.00 FTE Health Educator, position 712989, in the Community Health Services Division of the Health Department. Class Comp approved #2313.
- Reclassify a 1.00 FTE Research Evaluation Analyst 2 to a 1.00 FTE Research Evaluation Analyst Senior, position 702028, in the Policy & Planning Division of the Health Department. Class Comp approved #2297.
- Reclassify a 1.00 FTE Research Evaluation Analyst 2 to a 1.00 FTE Research Evaluation Analyst Senior, position 714282, in the Policy & Planning Division of the Health Department. Class Comp approved #2298.
- Reclassify a 0.63 FTE Human Resources Analyst 2 to a 0.63 FTE Human Resources Analyst Senior, position 714917, in the Human Resources Division of the Health Department. Class Comp approved #2319.

- **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: Attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.**

**Required Signatures**

**Elected Official or Dept Director:** KaRin Johnson for  
Joanne Fuller **Date:** 12/03/13

**Budget Analyst:** Althea Gregory /s/ **Date:** 12/06/13

**Department HR:** Kathleen Fuller-Poe /s/ **Date:** 10/22/13

**Countywide HR:** Karie M. Miller /s/ **Date:** 12/06/13

*Note: Please submit electronically. Insert names of your approvers followed by /s/ - we no longer use actual signatures. Please date each signature. Use "n/a" when signature not applicable.*



Budget Modification ID: **HD-14-08**

**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: 2014**

| Line No. | Fund Center | Fund Code | Program # | Func. Area | Accounting Unit |             |             | Cost Element | Current Amount | Revised Amount | Change Increase/ (Decrease) | Subtotal | Description                    |
|----------|-------------|-----------|-----------|------------|-----------------|-------------|-------------|--------------|----------------|----------------|-----------------------------|----------|--------------------------------|
|          |             |           |           |            | Internal Order  | Cost Center | WBS Element |              |                |                |                             |          |                                |
| 1        | 40-30       | 1000      | 40025     | 0030       |                 |             | 44503-GF    | 60000        | 129,386        | 132,026        | 2,640                       |          | Increase Permanent             |
| 2        | 40-30       | 1000      | 40025     | 0030       |                 |             | 44503-GF    | 60130        | 44,442         | 45,317         | 875                         |          | Increase Salary Related Expns  |
| 3        | 40-30       | 1000      | 40025     | 0030       |                 |             | 44503-GF    | 60140        | 43,557         | 43,755         | 198                         |          | Increase Insurance Benefits    |
| 4        | 40-30       | 1000      | 40025     | 0030       |                 |             | 44503-GF    | 60240        | 10,823         | 7,110          | (3,713)                     |          | Decrease Supplies              |
| 5        |             |           |           |            |                 |             |             |              |                | 0              |                             |          |                                |
| 6        | 40-30       | 32244     | 40025     | 0030       |                 |             | 4CA94-07-1  | 60000        | 154,897        | 157,537        | 2,640                       |          | Increase Permanent             |
| 7        | 40-30       | 32244     | 40025     | 0030       |                 |             | 4CA94-07-1  | 60130        | 52,894         | 53,769         | 875                         |          | Increase Salary Related Expns  |
| 8        | 40-30       | 32244     | 40025     | 0030       |                 |             | 4CA94-07-1  | 60140        | 55,072         | 55,270         | 198                         |          | Increase Insurance Benefits    |
| 9        | 40-30       | 32244     | 40025     | 0030       |                 |             | 4CA94-07-1  | 60430        | 4,945          | 1,232          | (3,713)                     |          | Decrease Intl Svc Bldg Mgmt    |
| 10       |             |           |           |            |                 |             |             |              |                | 0              |                             |          |                                |
| 11       | 40-30       | 1000      | 40025     | 0030       |                 |             | 44503-GF    | 60430        | 20,298         | 24,011         | 3,713                       |          | Increase Intl Svc Bldg Mgmt    |
| 12       | 40-30       | 1000      | 40025     | 0030       |                 |             | 44503-GF    | 60240        | 7,110          | 3,397          | (3,713)                     |          | Decrease Supplies              |
| 13       |             |           |           |            |                 |             |             |              |                | 0              |                             |          |                                |
| 14       | 40-16       | 1000      | 40035A    | 0030       |                 | 401601      |             | 60000        | 535,200        | 540,441        | 5,241                       |          | Increase Permanent             |
| 15       | 40-16       | 1000      | 40035A    | 0030       |                 | 401601      |             | 60130        | 184,832        | 186,632        | 1,800                       |          | Increase Salary Related Expns  |
| 16       | 40-16       | 1000      | 40035A    | 0030       |                 | 401601      |             | 60140        | 143,454        | 143,847        | 393                         |          | Increase Insurance Benefits    |
| 17       | 40-16       | 1000      | 40035A    | 0030       |                 | 401601      |             | 60180        | 3,000          | 1,500          | (1,500)                     |          | Decrease Printing              |
| 18       | 40-16       | 1000      | 40035A    | 0030       |                 | 401601      |             | 60240        | 1,857          | 1,357          | (500)                       |          | Decrease Supplies              |
| 19       | 40-16       | 1000      | 40035A    | 0030       |                 | 401601      |             | 60260        | 2,960          | 1,460          | (1,500)                     |          | Decrease Travel & Training     |
| 20       | 40-16       | 1000      | 40035A    | 0030       |                 | 401601      |             | 60290        | 9,790          | 6,735          | (3,055)                     |          | Decrease Software Lic/Maint    |
| 21       | 40-16       | 1000      | 40035A    | 0030       |                 | 401601      |             | 60340        | 2,000          | 1,121          | (879)                       |          | Decrease Dues & Subscriptions  |
| 22       |             |           |           |            |                 |             |             |              |                |                |                             |          |                                |
| 23       | 40-90       | 1000      | 40039     | 0030       |                 | 409300      |             | 60000        | 857,647        | 861,556        | 3,909                       |          | Increase Permanent             |
| 24       | 40-90       | 1000      | 40039     | 0030       |                 | 409300      |             | 60130        | 291,128        | 292,491        | 1,363                       |          | Increase Salary Related Expns  |
| 25       | 40-90       | 1000      | 40039     | 0030       |                 | 409300      |             | 60140        | 236,185        | 236,478        | 293                         |          | Increase Insurance Benefits    |
| 26       | 40-90       | 1000      | 40039     | 0030       |                 | 409300      |             | 60170        | 2,500          | 1,500          | (1,000)                     |          | Decrease Professional Services |
| 27       | 40-90       | 1000      | 40039     | 0030       |                 | 409300      |             | 60220        | 1,899          | 899            | (1,000)                     |          | Decrease Repairs and Maint     |
| 28       | 40-90       | 1000      | 40039     | 0030       |                 | 409300      |             | 60240        | 3,500          | 2,500          | (1,000)                     |          | Decrease Supplies              |
| 29       | 40-90       | 1000      | 40039     | 0030       |                 | 409300      |             | 60260        | 6,765          | 4,200          | (2,565)                     |          | Decrease Travel & Training     |
|          |             |           |           |            |                 |             |             |              |                | 0              | 0                           |          | <b>Total - Page 1</b>          |
|          |             |           |           |            |                 |             |             |              |                | 0              | 0                           |          | <b>GRAND TOTAL</b>             |

Budget Modification ID: HD-14-08

### 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: 2014

| Line No. | Fund Center | Fund Code | Program # | Func. Area | Internal Order | Accounting Unit |             | Cost Element | Current Amount | Revised Amount | Change Increase/ (Decrease) | Subtotal | Description            |
|----------|-------------|-----------|-----------|------------|----------------|-----------------|-------------|--------------|----------------|----------------|-----------------------------|----------|------------------------|
|          |             |           |           |            |                | Cost Center     | WBS Element |              |                |                |                             |          |                        |
| 30       | 72-80       | 3500      |           | 0020       |                | 705210          |             | 50316        | 0              | (1,082)        | (1,082)                     |          | Insurance Revenue      |
| 31       | 72-80       | 3500      |           | 0020       |                | 705210          |             | 60330        | 0              | 1,082          | 1,082                       |          | Offsetting Expenditure |
| 32       |             |           |           |            |                |                 |             |              |                | 0              |                             |          |                        |
| 33       |             |           |           |            |                |                 |             |              |                | 0              |                             |          |                        |
| 34       |             |           |           |            |                |                 |             |              |                | 0              |                             |          |                        |
| 35       |             |           |           |            |                |                 |             |              |                | 0              |                             |          |                        |
| 36       |             |           |           |            |                |                 |             |              |                | 0              |                             |          |                        |
| 37       |             |           |           |            |                |                 |             |              |                | 0              |                             |          |                        |
| 38       |             |           |           |            |                |                 |             |              |                | 0              |                             |          |                        |
| 39       |             |           |           |            |                |                 |             |              |                | 0              |                             |          |                        |
| 40       |             |           |           |            |                |                 |             |              |                | 0              |                             |          |                        |
| 41       |             |           |           |            |                |                 |             |              |                | 0              |                             |          |                        |
| 42       |             |           |           |            |                |                 |             |              |                | 0              |                             |          |                        |
| 43       |             |           |           |            |                |                 |             |              |                | 0              |                             |          |                        |
| 44       |             |           |           |            |                |                 |             |              |                | 0              |                             |          |                        |
| 45       |             |           |           |            |                |                 |             |              |                | 0              |                             |          |                        |
| 46       |             |           |           |            |                |                 |             |              |                | 0              |                             |          |                        |
| 47       |             |           |           |            |                |                 |             |              |                | 0              |                             |          |                        |
| 48       |             |           |           |            |                |                 |             |              |                | 0              |                             |          |                        |
| 49       |             |           |           |            |                |                 |             |              |                | 0              |                             |          |                        |
| 50       |             |           |           |            |                |                 |             |              |                | 0              |                             |          |                        |
| 51       |             |           |           |            |                |                 |             |              |                | 0              |                             |          |                        |
| 52       |             |           |           |            |                |                 |             |              |                | 0              |                             |          |                        |
| 53       |             |           |           |            |                |                 |             |              |                | 0              |                             |          |                        |
| 54       |             |           |           |            |                |                 |             |              |                | 0              |                             |          |                        |
| 55       |             |           |           |            |                |                 |             |              |                | 0              |                             |          |                        |
| 56       |             |           |           |            |                |                 |             |              |                | 0              |                             |          |                        |
| 57       |             |           |           |            |                |                 |             |              |                | 0              |                             |          |                        |
| 58       |             |           |           |            |                |                 |             |              |                | 0              |                             |          |                        |
|          |             |           |           |            |                |                 |             |              |                |                | 0                           | 0        | Total - Page 2         |
|          |             |           |           |            |                |                 |             |              |                |                | 0                           | 0        | GRAND TOTAL            |

| ANNUALIZED PERSONNEL CHANGE   |       |        |            |                                 |                 |             |               |              |              |               |
|---|-------|--------|------------|---------------------------------|-----------------|-------------|---------------|--------------|--------------|---------------|
| Change on a <u>full year basis</u> even though this action affects only a part of the fiscal year (FY). |       |        |            |                                 |                 |             |               |              |              |               |
|   |       |        |            |                                 |                 |             | ANNUALIZED    |              |              |               |
| Fund  | Job # | HR Org | CC/WBS/O   | Position Title                  | Position Number | FTE         | BASE PAY      | FRINGE       | INSUR        | TOTAL         |
| 1000  | 6047  | 66232  | 44503-GF   | COMMUNITY HEALTH SPECIALIST 2   | 712989          | (0.50)      | (20,744)      | (6,877)      | (8,632)      | (36,253)      |
| 1000  | 6352  | 66232  | 44503-GF   | HEALTH EDUCATOR                 | 712989          | 0.50        | 24,044        | 7,971        | 8,879        | 40,894        |
| 32244   | 6047  | 66232  | 4CA94-07-1 | COMMUNITY HEALTH SPECIALIST 2   | 712989          | (0.50)      | (20,744)      | (6,877)      | (8,632)      | (36,253)      |
| 32244   | 6352  | 66232  | 4CA94-07-1 | HEALTH EDUCATOR                 | 712989          | 0.50        | 24,044        | 7,971        | 8,879        | 40,894        |
| 1000  | 6086  | 65315  | 401601     | RESEARCH/EVALUATION ANALYST 2   | 702028          | (1.00)      | (64,603)      | (22,527)     | (18,997)     | (106,127)     |
| 1000  | 6087  | 65315  | 401601     | RESEARCH/EVALUATION ANALYST/SR  | 702028          | 1.00        | 68,257        | 23,801       | 19,271       | 111,329       |
| 1000  | 6086  | 65315  | 401601     | RESEARCH/EVALUATION ANALYST 2   | 714282          | (1.00)      | (64,603)      | (21,416)     | (18,997)     | (105,016)     |
| 1000  | 6087  | 65315  | 401601     | RESEARCH/EVALUATION ANALYST/SR  | 714282          | 1.00        | 66,190        | 21,942       | 19,116       | 107,248       |
| 1000  | 9670  | 64785  | 409300     | HUMAN RESOURCES ANALYST 2       | 714917          | (0.63)      | (39,089)      | (13,630)     | (11,005)     | (63,724)      |
| 1000  | 9748  | 64785  | 409300     | HUMAN RESOURCES ANALYST, SENIOR | 714917          | 0.63        | 42,998        | 14,993       | 11,298       | 69,289        |
| <b>TOTAL ANNUALIZED CHANGES</b>   |       |        |            |                                 |                 | <b>0.00</b> | <b>15,750</b> | <b>5,351</b> | <b>1,180</b> | <b>22,281</b> |

| CURRENT YEAR PERSONNEL DOLLAR CHANGE   |       |        |            |                                 |                 |             |               |              |              |               |
|--|-------|--------|------------|---------------------------------|-----------------|-------------|---------------|--------------|--------------|---------------|
| Calculate costs/savings that will take place <u>in this FY</u> ; these should explain the actual dollar amounts being changed by this Bud Mod. |       |        |            |                                 |                 |             |               |              |              |               |
|  |       |        |            |                                 |                 |             | CURRENT YEAR  |              |              |               |
| Fund   | Job # | HR Org | CC/WBS/O   | Position Title                  | Position Number | FTE         | BASE PAY      | FRINGE       | INSUR        | 49,427        |
| 1000   | 6047  | 66232  | 44503-GF   | COMMUNITY HEALTH SPECIALIST 2   | 712989          | (0.40)      | (16,595)      | (5,501)      | (6,906)      | (29,002)      |
| 1000   | 6352  | 66232  | 44503-GF   | HEALTH EDUCATOR                 | 712989          | 0.40        | 19,235        | 6,376        | 7,104        | 32,715        |
| 32244  | 6047  | 66232  | 4CA94-07-1 | COMMUNITY HEALTH SPECIALIST 2   | 712989          | (0.40)      | (16,595)      | (5,501)      | (6,906)      | (29,002)      |
| 32244  | 6352  | 66232  | 4CA94-07-1 | HEALTH EDUCATOR                 | 712989          | 0.40        | 19,235        | 6,376        | 7,104        | 32,715        |
| 1000   | 6086  | 65315  | 401601     | RESEARCH/EVALUATION ANALYST 2   | 702028          | (1.00)      | (64,603)      | (22,527)     | (18,997)     | (106,127)     |
| 1000   | 6087  | 65315  | 401601     | RESEARCH/EVALUATION ANALYST/SR  | 702028          | 1.00        | 68,257        | 23,801       | 19,271       | 111,329       |
| 1000   | 6086  | 65315  | 401601     | RESEARCH/EVALUATION ANALYST 2   | 714282          | (1.00)      | (64,603)      | (21,416)     | (18,997)     | (105,016)     |
| 1000   | 6087  | 65315  | 401601     | RESEARCH/EVALUATION ANALYST/SR  | 714282          | 1.00        | 66,190        | 21,942       | 19,116       | 107,248       |
| 1000   | 9670  | 64785  | 409300     | HUMAN RESOURCES ANALYST 2       | 714917          | (0.63)      | (39,089)      | (13,630)     | (11,005)     | (63,724)      |
| 1000   | 9748  | 64785  | 409300     | HUMAN RESOURCES ANALYST, SENIOR | 714917          | 0.63        | 42,998        | 14,993       | 11,298       | 69,289        |
| <b>TOTAL CURRENT FY CHANGES</b>  |       |        |            |                                 |                 | <b>0.00</b> | <b>14,430</b> | <b>4,913</b> | <b>1,082</b> | <b>20,425</b> |

| FM Side  |                    |                    | PS/CO Side        |             |                | Cost Element/<br>Commitment<br>Item | Notes  |
|--|--------------------|--------------------|-------------------|-------------|----------------|-------------------------------------|--|
| FM<br>Fund<br>Center   | FM<br>Fund<br>Code | Functional<br>Area | Internal<br>Order | Cost Center | WBS<br>Element |                                     |  |
| <b>General Fund Contingency</b>  |                    |                    |                   |             |                |                                     |  |
| 19   | 1000               | 0020               |                   | 9500001000  |                | 60470                               | Reduce available General Fund Contingency  |
| xx-xx  | xxxxx              | 0020               |                   | xxx         | xxx            | xxxxx                               | Increase Expenditure   |
| <b>Indirect</b>  |                    |                    |                   |             |                |                                     |  |
| <b>Central</b>   |                    |                    |                   |             |                |                                     |  |
| xx-xx  | xxxxx              |                    |                   |             | xxx            | 60350                               | Indirect Expenditure   |
| 19   | 1000               | 0020               |                   | 9500001000  |                | 50310                               | Indirect reimbursement revenue in General Fund   |
| 19   | 1000               | 0020               |                   | 9500001000  |                | 60470                               | CGF Contingency expenditure  |
| <b>Departmental</b>  |                    |                    |                   |             |                |                                     |  |
| 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   |
| <b>Telecommunications</b>  |                    |                    |                   |             |                |                                     |  |
| 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  |
| <b>Data Processing</b>   |                    |                    |                   |             |                |                                     |  |
| xx-xx  | xxxxx              |                    |                   |             | xxx            | 60380                               | Departmental data processing expenditures  |
| 78-70  | 3503               | 0020               |                   | 709599      |                | 50310                               | Budgets receipt of Data Processing reimbursement   |
| 78-70  | 3503               | 0020               |                   | 709599      |                | 60240                               | Budgets offsetting expenditures  |
| <b>Electronic Service Reimbursement</b>  |                    |                    |                   |             |                |                                     |  |
| 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   |
| <b>Motor Pool: Use this cost center if you are adding funds for motor pool use.</b>    |                    |                    |                   |             |                |                                     |  |
| 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   |
| <b>Fleet: Use this cost center if you are adding funds for dedicated program cars.</b> |                    |                    |                   |             |                |                                     |  |
| 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   |
| <b>Building Management</b>   |                    |                    |                   |             |                |                                     |  |
| 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   |
| <b>Insurance Service Reimbursement</b>   |                    |                    |                   |             |                |                                     |  |
| xx-xx  | xxxxx              |                    |                   |             |                | 60140 or 60145                      | Departmental Insurance expenditure   |
| 72-80  | 3500               | 0020               |                   | 705210      |                | 50316                               | Insurance Revenue  |
| 72-80  | 3500               | 0020               |                   | 705210      |                | 60330                               | Offsetting expenditure   |
| <b>Lease Payments to Capital Lease Retirement Fund</b>                                 |                    |                    |                   |             |                |                                     |  |
| xx-xx  | xxxxx              |                    |                   |             |                | 60450                               | Departmental Capital Lease Retirement expenditure<br>Contact your Budget Analyst to complete this. |
| <b>Mail &amp; Distribution</b>   |                    |                    |                   |             |                |                                     |  |
| 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   |
| <b>Records</b>   |                    |                    |                   |             |                |                                     |  |
| 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   |

**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.

| <b>Functional Area Assignments ~ Based on Fund</b> |                                  |      |
|--|----------------------------------|------|
| <b>Special Revenue Funds</b>                       |                                  |      |
| 1501 - Road Fund                                   | Road & 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 |
| 1508 - Animal Control Fund                         | Community Services               | 0060 |
| 1509 - Willamette River Bridges Fund               | Roads & Bridges                  | 0080 |
| 1510 - Library Fund                                | Library                          | 0070 |
| 1512 - Land Corner Preservation Fund               | Roads & Bridges                  | 0080 |
| 1518 - Oregon Historical Society Special Levy      | Community Services               | 0060 |
| 1519 - Video Lottery                               | Community Services               | 0060 |
| <b>Capital Project Funds</b>                       |                                  |      |
| 2504 - Building Project Fund                       | Community Services               | 0060 |
| 2507 - Capital Improvement Fund                    | Community Services               | 0060 |
| 2508 - Asset Acquisition Fund                      | Community Services               | 0060 |
| 2509 - Asset Preservation Fund                     | Community Services               | 0060 |
| 2511 - Sellwood Bridge Replacement                 | Roads & Bridges                  | 0080 |
| <b>Enterprise Funds</b>                            |                                  |      |
| 3000 - Dunthorpe-Riverdale Svc Dist #14 Fund       | Dunthorpe-Riverdale Svc Dist #14 | 0500 |
| 3001 - Mid County Svc Dist #1 Fund                 | Mid County Svc Dist #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.

| <b>Functional Area Assignments ~ Based on Department (Fund Center)</b> |                         |      |
|--|-------------------------|------|
| Non-Dept (10, except 10-50)  | General Government      | 0020 |
| Non-Dept CCFC (10-50)  | Social Services         | 0040 |
| District Attorney (15)   | Public Safety & Justice | 0050 |
| Countywide (18 & 19)   | General Government      | 0020 |
| Human Services (20, 21, 25, 26, 30 & 31)                               | Social Services         | 0040 |
| Health (40)  | Health Services         | 0030 |
| Community Justice (50)   | Public Safety & Justice | 0050 |
| Sheriff's Office (60)  | Public Safety & 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.*