



# Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

## Board Clerk Use Only

Meeting Date: \_\_\_\_\_

Agenda Item #: \_\_\_\_\_

Est. Start Time: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

**Agenda Title:** BUDGET MODIFICATION # DCM-12-17: Reclassification of A&T Technician 2 to Tax Exemption Specialist in DCM

**Requested Meeting Date:** \_\_\_\_\_ **Time Needed:** \_\_\_\_\_

**Department:** 72 - County Management **Division:** Division of Assessment,  
Recording and Taxation

**Contact(s):** Debra Anderson and Michael Vaughn

**Phone:** 503-988-6355 **Ext.** 86355 **I/O Address** 503/2

**Presenter Name(s) & Title(s):** Consent Agenda

## General Information

### 1. What action are you requesting from the Board?

Approval of reclassification #3701 as recommended by the Class Comp section of Central HR. An A&T Technician 2 is being reclassified to a Tax Exemption Specialist with an effective date of April 1, 2017.

### 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 vacant position in the Department of County Management's Division of Assessment, Recording, and Taxation is requested for reclassification from an Assessment & Taxation Technician 2 to a Tax Exemption Specialist to work with the Special Programs Group in addressing the continued growth of the Enterprise Zone Programs, the Construction in Progress, and the Exempt by Application. The position will perform professional and administrative functions in determining eligibility for numerous property tax exemption and special assessment programs, including charitable organizations, fraternal and religious organizations, government leased accounts, in-lieu tax for fish and wildlife accounts, subsidized senior housing, and others.

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

This action will increase the salary and benefits for position 705348 by \$4,535. The increase will be covered with an offsetting decrease to the Temporary Staffing Budget in Program Offer 72030-17.

The current top of step for the new classification is 26.5% higher than the current classification's top step. It is anticipated that in subsequent fiscal years the financial impact of the new classification will be funded within the department's budget.

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

None.

**5. Explain any citizen or other government participation.**

None.

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**Budget Modification**

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**6. What revenue is being changed and why? If the revenue is from a federal source, please list the Catalog of Federal Assistance Number (CFDA).**

Risk Fund increased by \$239 due to personnel budget changes.

**7. What budgets are increased/decreased?**

The Risk Fund increases by \$239 due to personnel budget changes.

**8. What do the changes accomplish?**

Reclassification

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

NA

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

NA

**11. 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?**

NA

**12. 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 (e.g. cash match, in kind match, reporting requirements, etc)?**

NA

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**Required Signature**

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**Elected Official or  
Dept. Director:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Budget Analyst:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Department HR:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Countywide HR:** \_\_\_\_\_

**Date:** \_\_\_\_\_