



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 # DCA-20-16: Reclassification of an IT Project Manager 1 to an IT Project Manager 2 in the Dept of County Assets

Requested Meeting Date: _____ **Time Needed:** Consent Calendar

Department: 78 - County Assets **Division:** Information Technology

Contact(s): Lisa Whedon and Chris Brower

Phone: 988-7580 **Ext.** _____ **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 of County Assets is requesting board approval of budget modification DCA-20-16 reclassifying an IT Project Manager 1 to an IT Project Manager 2 (position # 704758, PO# 78021-16).

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 Class/Comp decision #3274, a request initiated by management. The duties and responsibilities of this position within the Planning, Projects, and Portfolio Management group have gradually changed since July 2015. The incumbent manages multiple projects or one very large project; creates and maintains all project management deliverables, including the project plan and budget; manages tasks, milestones, scope, budget, resources, issues, and risks; and ensures all project tasks are completed on schedule and within budget. In addition, this position manages projects overseeing a matrixed team of approximately nineteen team members; assigns project tasks to team members and manages them through to completion; provides mentoring to Project Manager 1 positions; and provides performance evaluation feedback to team members throughout the projects and at the end of projects. The program offer affected is 78021-16.

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

Personnel expenses are expected to remain the same for FY16. In subsequent fiscal years, the

reclassified position will be subject to approved cost of living adjustments (COLA) and step increases. The current top step of the new classification is 8.0% 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.

N/A

5. Explain any citizen or other government participation.

N/A

Budget Modification

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).

N/A

7. What budgets are increased/decreased?

N/A

8. What do the changes accomplish?

Approval of a classification decision from the Human Resources Classification Compensation unit that best reflects the duties of the position.

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

Yes, reclassification of an IT Project Manager 1 to an IT Project Manager 2.

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

N/A

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?

N/A

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)?

N/A

Required Signature

**Elected Official or
Dept. Director:** _____

Date: _____

Budget Analyst: _____

Date: _____

Department HR: _____

Date: _____

Countywide HR: _____

Date: _____