



Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS

AGENDA # R-9 DATE 9/15/16
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 9/15/16
Agenda Item #: R.9
Est. Start Time: 11:05 am
Date Submitted: 9/2/16

Agenda Title: BUDGET MODIFICATION # Lib-02-17: Reclassifying a .5 FTE Procurement Assistant to a .75 FTE Finance Technician

Requested Meeting Date: September 15, 2016 **Time Needed:** 5 minutes

Department: 80 - Library **Division:** Department Administration

Contact(s): Daniel Flanigan

Phone: 503-988-5431 **Ext.** **I/O Address** 317 / LAL

Presenter Name(s) & Title(s): Chung Fun Leung

General Information

1. What action are you requesting from the Board?

Requesting approval of Budget Modification LIB-02-17 to reclassify a .50 FTE Procurement Associate to a .75 FTE Finance Technician in the Library's Department Administration Division.

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.

Classification request #3444 has been approved by the Class Comp unit of central HR to reclassify vacant position #718263 from a .50 FTE Procurement Associate (6115) to a .75 FTE Finance Technician (6027) within the Library's Business Services work unit in the Department Administration Division. This position will provide support and back up for the Procurement Specialist Sr. and the Finance Specialists in the work group. The position will support daily operations and will be responsible for coordinating and reconciling county issued shared and individual purchasing cards; making larger dollar amount purchases for supplies unavailable through Multco Marketplace; creating and changing purchase orders; assisting with the review and evaluation of purchase requisitions, and creation of requisitions/purchase orders/change orders.

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

There is no net fiscal impact in the current year.

Ongoing, position 718263 will be included in the budget of Business Services at the Finance Technician level.

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?

In Business Services (803410) permanent personnel expenditures increase \$10,569, central indirect increases \$279, and supplies decrease \$10,848.

8. What do the changes accomplish?

The proposed reclassification and FTE increase will better allow the Business Services work unit to balance the purchasing and finance workload among the Senior Procurement Analyst and the Finance Specialist 1 positions. Having a more balanced workload will also allow time for staff to attend user group meetings, to participate in countywide finance upgrades and changes, as well as address training and development needs.

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

Yes, a vacant .50 FTE Procurement Associate position is reclassified to a .75 FTE Finance Technician.

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:** Becky Cobb /s/**Date:** September 2, 2016**Budget Analyst:** Jeff Renfro /s/**Date:** September 2, 2016**Department HR:** Shelly Kent /s/**Date:** September, 2, 2016**Countywide HR:** Karie Miller /s/**Date:** September 2, 2016

Exp/Rev/FTE - Budget Modification

Budget Year: 2017

Budget Modification: Budmod Lib-02-17

Expenditures & Revenues

An increase in revenue is shown as a negative value and a decrease as a positive value for consistency with SAP.

Line No.	Program Offer Number	Fund Code	Fund Center	Func. Area	Cost Object	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
1	72020-17	3500			705210	50316 - Svc Rmb Med/Dental	(77,654,494)	(77,657,152)	(2,658)	
2	72020-17	3500			705210	60330 - Claims Paid	12,203,147	12,205,805	2,658	
3500 Total										0
Total										0
Program Offer Number 72020-17 Total										0
3	80009-17	1510			803410	60000 - Permanent	394,869	400,921	6,052	
4	80009-17	1510			803410	60130 - Salary Related Expns	131,083	132,942	1,859	
5	80009-17	1510			803410	60140 - Insurance Benefits	117,716	120,374	2,658	
6	80009-17	1510			803410	60240 - Supplies	78,417	67,569	(10,848)	
7	80009-17	1510			803410	60350 - Central Indirect	23,936	24,215	279	
1510 Total										0
Total										0
Program Offer Number 80009-17 Total										0
8	95000-17	1000			9500001000	60470 - Contingency	12,639,396	12,639,675	279	
1000 Total										279
Total										279
Program Offer Number 95000-17 Total										279
9	95001-17	1000			9500001000	50310 - Intl Svc Reimburse	(6,037,248)	(6,037,527)	(279)	
1000 Total										(279)
Total										(279)

Exp/Rev/FTE - Budget Modification

Budget Year: 2017

Budget Modification: Budmod Lib-02-17

Line No.	Program Offer Number	Fund Code	Fund Center	Func. Area	Cost Object	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
					Program Offer Number 95001-17 Total					(279)

Exp/Rev/FTE - Budget Modification

Budget Year: 2017

Budget Modification: Budmod Lib-02-17

Annualized Personnel Changes

Change is shown on a full year basis even though this action affects only a part of the fiscal year (FY).

						Annualized				
Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
718263	6027	Finance Technician		1510	803410	0.75	29,262	8,987	13,231	51,480
718263	6115	Procurement Associate		1510	803410	(0.50)	(21,999)	(6,756)	(10,041)	(38,796)
Total Annualized Changes:						0.25	\$7,263	\$2,231	\$3,190	\$12,684

Current Year Personnel Changes

Cost/savings that will take place in this FY; these explain the actual dollar amounts being changed by this BudMod.

						Current Year				
Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
718263	6027	Finance Technician		1510	803410	0.63	24,385	7,489	11,026	42,900
718263	6115	Procurement Associate		1510	803410	(0.42)	(18,333)	(5,630)	(8,368)	(32,331)
Total Current FY Changes:						0.21	\$6,052	\$1,859	\$2,658	\$10,569