



# 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-01-17: Reclassification of three Finance Specialist 1 positions to Finance Specialist 2 positions

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

**Department:** 72 - County Management **Division:** Finance and Risk Management

**Contact(s):** Eric Arellano, Mark Campbell and Debra Anderson

**Phone:** 503-988-6355 **Ext.** 86355 **I/O Address** 503/5

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

## General Information

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

Approval of reclassification #3419, as recommended by the Class Comp section of Central HR. Two positions (1.5 FTE ) in Accounts Payable section of Finance and Risk Management are being reclassified from Finance Specialist 1 to Finance Specialist 2 effective July 1, 2016.

Approval of reclassification #3440, as recommended by the Class Comp section of Central HR. A position in General Ledger section of Finance & Risk Management is being reclassified from Finance Specialist 1 to Finance Specialist 2, with a retro-active effective date of December 17, 2015.

### 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.

Two (2) vacant positions within Finance and Risk Management in DCM are submitted for a reclassification from Finance Specialist 1 to Finance Specialist 2. The work has evolved significantly requiring more independent judgment based on interpretation of rules and best practices. Over the last 10 years, the County has moved from a single payment method with a weekly pay cycle to pay for vendor services to expand to vendor, customer and employee reimbursements, government to government transfers and electronic payment methods with multiple daily payment cycles. These positions are responsible for daily auditing and reviewing of

payable documents entered into the ERP system by other departments, reconciling and balancing ledger accounts and maintaining data integrity.

A position within Finance and Risk Management in DCM is submitted for a reclassification from Finance Specialist 1 to Finance Specialist 2. The General Ledger group was used as a pilot for the Strength Finder assessment and as a result of this program, job duties were realigned. In addition due to turnover of staff, further shifts in duties resulted requiring this position to take on additional responsibilities requiring increased accounting expertise and independence. This position is responsible for auditing and reviewing accounting transactions made by other County departments and working with finance personnel in resolving issues resulting from monitoring and reconciling general ledger accounts.

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

This action will increase the salary and benefits for these positions in DCM by \$11,702 for fiscal year 2017. The increase will be covered within budgeted resources, by reducing materials and services. The current top step of the new classification is 16% 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. Risk Fund increases by \$616.

**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).**

Service Reimbursement to the Risk Fund by \$616 due to personnel budget changes.

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

The Risk Fund increases by \$616.

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

Reclassification of two Finance Specialist 1 positions in Accounts Payable in the Finance and Risk Management division effective July 1, 2016.

Reclassification of a Finance Specialist 1 position in General Ledger in the Finance and Risk Management division effective December 17, 2015.

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

Three reclassifications.

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