



# 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-26-17: FPM - Reclass Position 705385 from Project Manager (NR) to Manager 1

**Requested Meeting Date:** \_\_\_\_\_ **Time Needed:** NA - Consent Agenda

**Department:** 78 - County Assets **Division:** \_\_\_\_\_

**Contact(s):** Lisa Whedon (x87580) and Jen Unruh (x82418)

**Phone:** \_\_\_\_\_ **Ext.** \_\_\_\_\_ **I/O Address** \_\_\_\_\_

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

## General Information

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

The Department of County Assets requests Board approval of budget modification DCA-26-17, reclassifying position 705385 from Project Manager (NR) (9063) to Manager 1 (9615), effective August 2016 in program offer 78200-17 (Facilities Director's Office).

### 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 affects program offer 78200-17 (Facilities Director's Office). This management-initiated request in the Department of County Assets' Facilities & Property Management division is for reclassification of a filled position from a Project Manager (NR) to a Manager 1 as a result of a gradual change in duties and responsibilities since August 2016. This position is responsible for division wide performance management, project management process improvement, business planning, budgeting and staffing recommendations. An analysis of the Project Manager (NR), Manager 1, and Manager 2 classifications was performed before making an allocation decision and the Manager 1 position was determined to be the best fit due the scope and level of responsibilities.

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

This reclassification results in a personnel cost decrease of \$760 in the current fiscal year, which is offset in Professional Services expense. In subsequent years the reclassified position will be

subject to the approved cost of living adjustments and step increases.

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

NA

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

NA

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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 reimbursement revenue decreases \$40 due to the adjusted personnel expense.

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

The requesting department's budget remains the same with the change in permanent personnel expense offset in Professional Services expense. The Risk Fund budget decreases \$40 due to the adjusted personnel expense.

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

Implementation of a Classification and Compensation decision to reclassify position 705385 from Project Manager (NR) to Manager 1.

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

Yes. Position 705385 is reclassified from Project Manager (NR) to Manager 1.

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