



**MULTNOMAH COUNTY  
AGENDA PLACEMENT REQUEST  
BUDGET MODIFICATION**

(Revised: 8/18/11)

**Board Clerk Use Only**

Meeting Date: \_\_\_\_\_  
 Agenda Item #: \_\_\_\_\_  
 Est. Start Time: \_\_\_\_\_  
 Date Submitted: \_\_\_\_\_

**BUDGET MODIFICATION # DCS-01 Reclassifying an Engineering Technician 2  
 Agenda Position to an Engineering Technician 3 Position as Determined by the  
 Title: Class/Comp Unit of Central Human Resources**

*Note: For all other submissions (i.e. Notices of Intent, Ordinances, Resolutions, Orders or Proclamations) please use the APR short form.*

**Requested Meeting Date:** September 12, 2013 **Time Needed:** Consent  
**Department:** Community Services **Division:** Bridge Services  
**Contact(s):** Jerry Elliott  
**Phone:** 503.988.4624 **Ext.** 84624 **I/O Address:** 455/2/224  
**Presenter Name(s) & Title(s):** N/A

**General Information**

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

The Department is requesting the Board approve a budget modification for the reclassification of an Engineer Technician 2 position to an Engineering Technician 3 position in the Bridge Services Division as determined by the Class/Comp Unit of Central Human Resources.

**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.**

Requirements of the Sellwood Bridge project have changed the responsibilities of this position. The incumbent requested the Class/Comp Unit of Central Human Resources review the position classification. The job description was submitted to the Class/Comp unit of Central Human Resources to determine the appropriate classification of this position. It was determined that it best fit the Engineering Technician 3 classification. This budget modification will change the budget to correctly classify this position.

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

The total cost for this position will increase by \$1,767 in the current year. In future years

there will be additional costs due to the step increases and COLAs.

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

None

5. Explain any citizen and/or other government participation that has or will take place.

None

**Budget Modification**

If the request is a Budget Modification, please answer all of the following in detail:

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

None

- What budgets are increased/decreased?

Salary expenses will increase by \$1,767 with an offsetting decrease to Professional Services.

- What do the changes accomplish?

This budget modification implements the results of the position reclassification as determined by the Class/Comp unit of Central Human Resources

- Do any personnel actions result from this budget modification? Explain.

The incumbent will be reclassified with the position.

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

N/A

- 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

- 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 (i.e. cash match, in kind match, reporting requirements etc)?

N/A

*NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.*

**Required Signature**

Elected Official or Dept Director:  Date: 9/4/13

Budget Analyst: \_\_\_\_\_ Date: \_\_\_\_\_

Department HR: \_\_\_\_\_ Date: \_\_\_\_\_

Countywide HR: \_\_\_\_\_ Date: \_\_\_\_\_