



**Multnomah County
Agenda Placement Request
Budget Modification**

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS

AGENDA # C-3 DATE 5/5/16
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 050516
Agenda Item #: C.3
Est. Start Time: 9:30 am
Date Submitted: 042016

Agenda Title: BUDGET MODIFICATION # DCM-13-16: Reclassification of Finance Specialist 2 to Finance Specialist Senior in FRM General Ledger

Requested Meeting Date: May 5, 2016 Time Needed: Consent Agenda

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

Contact(s): Mark Campbell & Debra Anderson

Phone: 503-988-6229 Ext. 86229 I/O Address _____

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

General Information

1. What action are you requesting from the Board?

Approval of reclassification #3326, as recommended by the Class Comp section of Central HR. This position is currently a Finance Specialist 2 and is being reclassified to a Finance Specialist Sr in the General Ledger section of Finance and Risk Management, with an effective date of April 08, 2016.

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 vacant position within the Finance and Risk Management Division in DCM is submitted for a reclassification from Finance Specialist 2 to Finance Specialist Senior. The General Ledger work group has recently lost a substantial number of years of institutional knowledge in the technical accounting area. This position is responsible for the auditing and reviewing of accounting entries and contributes to the completeness, accuracy and adherence to accounting regulations of the County's financial reporting.

This change will impact program offer 72004A - FRM General Ledger.

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

This action will increase the salary and benefits for this position by \$1,233 for fiscal year 2016. The

offsetting reduction will be in the printing (60180) and Dues & Subscriptions (60340) in the same program offer. There is also an increase to the Risk Fund in the amount of \$66.

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

None

5. Explain any citizen or other government participation.

None

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).

An increase to the Risk Fund in the amount of \$66.

7. What budgets are increased/decreased?

Salary and benefits are balanced within the program.

8. What do the changes accomplish?

Reclassification of a Finance Specialist 2 to Finance Specialist Senior, effective April 8, 2016.

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

Reclassification

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

Required Signature

**Elected Official or
Dept. Director:** Karyne Kieta /s/

Date: 4-19-16

Budget Analyst: Ching Hay /s/

Date: 4-19-16

Department HR: Susan Yee /s/

Date: 4-18-16

Countywide HR: Susan Mullett /s/

Date: 4-15-16

Exp/Rev/FTE - Budget Modification

Budget Year: 2016

Budget Modification: DCM-13-16

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 | 72004A-16 | 1000 | 72-10 | 0020 | 704300 | 60000 - Permanent | 1,987 | 2,893 | 906 | |
| 2 | 72004A-16 | 1000 | 72-10 | 0020 | 704300 | 60130 - Salary Related Expns | 1,044 | 1,305 | 261 | |
| 3 | 72004A-16 | 1000 | 72-10 | 0020 | 704300 | 60140 - Insurance Benefits | 247 | 313 | 66 | |
| 4 | 72004A-16 | 1000 | 72-10 | 0020 | 704300 | 60180 - Printing | 2,299 | 1,699 | (600) | |
| 5 | 72004A-16 | 1000 | 72-10 | 0020 | 704300 | 60340 - Dues & Subscriptions | 3,000 | 2,367 | (633) | |
| 1000 Total | | | | | | | | | | 0 |
| 72-10 Total | | | | | | | | | | 0 |
| Program Offer Number 72004A-16 Total | | | | | | | | | | 0 |
| 6 | 72020-16 | 3500 | 72-80 | 0020 | 705210 | 50316 - Svc Rmb Med/Dental | (71,382,080) | (71,382,146) | (66) | |
| 7 | 72020-16 | 3500 | 72-80 | 0020 | 705210 | 60330 - Claims Paid | 7,876,585 | 7,876,651 | 66 | |
| 3500 Total | | | | | | | | | | 0 |
| 72-80 Total | | | | | | | | | | 0 |
| Program Offer Number 72020-16 Total | | | | | | | | | | 0 |

Exp/Rev/FTE - Budget Modification

Budget Year: 2016

Budget Modification: DCM-13-16

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 |
| 702526 | 6030 | Finance Specialist 2 | | 1000 | 704300 | (1.00) | (58,911) | (16,901) | (18,423) | (94,235) |
| 702526 | 6032 | Finance Specialist/Sr | | 1000 | 704300 | 1.00 | 63,848 | 18,320 | 18,780 | 100,948 |
| Total Annualized Changes: | | | | | | 0.00 | \$4,937 | \$1,419 | \$357 | \$6,713 |

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 |
| 702526 | 6030 | Finance Specialist 2 | | 1000 | 704300 | (0.25) | (15,056) | (4,319) | (4,629) | (24,004) |
| 702526 | 6032 | Finance Specialist/Sr | | 1000 | 704300 | 0.25 | 15,962 | 4,580 | 4,695 | 25,237 |
| Total Current FY Changes: | | | | | | 0.00 | \$906 | \$261 | \$66 | \$1,233 |