



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-09-16: Reclassifying an HR Analyst Sr to an HR Analyst 1 and a new HR Technician NR

Requested Meeting Date: _____ **Time Needed:** 5 min

Department: 72 - County Management **Division:** Central Human Resources / Employee Benefits

Contact(s): Travis Graves and Tami Mahrt

Phone: 503-988-6134 **Ext.** 86134 **I/O Address** 503/3/300

Presenter Name(s) & Title(s): Travis Graves

General Information

1. What action are you requesting from the Board?

Requesting approval of the reclassification of a vacant Human Resource Analyst Sr position to two new positions in Central HR Employee Benefits, including a Human Resource Analyst 1 (1.00 FTE) and a Human Resources Technician NR (.75 FTE), as recommended by Class Comp on Requests #3172 and #3173.

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.

The changes are within DCM Central HR Employee Benefits, Program Offer #72020-16.

A recent retirement provided an opportunity to re-evaluate the business needs in the Central HR Employee Benefits Office. As a result of ongoing process improvement initiatives and increased workloads in both the new hire and leave administration functions, two new positions are created for a Human Resources Analyst 1 (1.00 FTE) and a Human Resources Technician NR (.75 FTE).

Duties for the HR Analyst 1 position are county leave administration, including providing professional and technical support to staff, processing, tracking and provided notifications for leave programs, reviewing and determining initial eligibility for FMLA, OFLA and CAT leave requests, counseling employees regarding leave program requirements, entering and maintaining SAP

actions, and running reports, identifying problems and addressing resolutions, interpreting and applying policies and procedures related to Disability and Life Insurance programs, processing accurate and detailed monthly remittances, and creating eligibility reports for the benefit programs; and Wellness Program support, including assisting with research and analysis of new programs, and supporting the development, implementation and coordination of Wellness initiatives and campaigns.

Duties for the HR Technician NR position are to assist in FMLA/OFLA administration, including monitoring the e-mail inbox, reviewing and determining eligibility, and sending applicable notices; statistical reporting and monitoring, including preparing reports for staff changes, name and address changes, and FMLA/OFLA time entry; maintain employee benefit records in SAP, including entering new hire enrollment data, reviewing for accuracy and compliance, and preparing electronic files; and process vendor remittance, including processing monthly or bimonthly vendor remits based on payroll schedules.

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

The salaries and benefits from the reclassified position and new classified position are to be covered within DCM Central HR Employee Benefits program budget. The insurance fund increased by \$5,767.

In subsequent fiscal years, the new positions will be subject to approved cost of living adjustments (COLA) and allowable merit increases. It is anticipated that in subsequent fiscal years the financial impact of the new positions will be funded within the department's budget.

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).

Insurance fund revenue is increased by \$5,767

7. What budgets are increased/decreased?

Insurance Fund Claims budget is increased by \$5,767

Reclassification is within budgeted resources in Program Offer 72020-16, DCM Central HR Employee Benefits. A downward reclassification results in decreased costs for the existing vacant position, and provides funding for both the HR Analyst 1 position at 1.00 FTE and the new HR Technician position at .75 FTE position. Additional offsets include an increase supplies and travel /training expenses for the new position.

8. What do the changes accomplish?

Reclassification of the HR Analyst Sr to two new positions, HR Analyst 1 and HR Technician NR will provide business support for ongoing process improvement initiatives and increased workloads in both the new hire and leave administration functions in Central HR Employee Benefits.

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

Approval of Class Comp reclassification recommendation #3172 and classification recommendation #3173.

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:** _____

Date: _____

Budget Analyst: _____

Date: _____

Department HR: _____

Date: _____

Countywide HR: _____

Date: _____