



**MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST
BUDGET MODIFICATION**

(revised 08/02/10)

Board Clerk Use Only	
Meeting Date:	<u>3/3/11</u>
Agenda Item #:	<u>C-2</u>
Est. Start Time:	<u>9:30 am</u>
Date Submitted:	<u>2/16/11</u>

BUDGET MODIFICATION: NOND - 12

Agenda Title: BUDGET MODIFICATION # NOND-12, reclassifying one position in Information Technology

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

Requested Meeting Date: March 03, 2011 **Amount of Time Needed:** N/A (Consent)
Department: Nondepartmental **Division:** Information Technology
Contact(s): Tony Dornbusch
Phone: (503) 988-4873 **Ext.** 84873 **I/O Address:** 503/4
Presenter Name(s) & Title(s): N/A

General Information

1. What action are you requesting from the Board?

Information Technology is requesting Board approval of a budget modification authorizing the reclassification of one position.

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.

Information Technology (IT) requests Board approval of a reclassification request for the following position.

<u>Position Title (Old)</u>	<u>Position Title (New)</u>	<u>Position Number</u>	<u>FTE</u>
Administrative Analyst Sr	Office Assistant 2	714442	No FTE Change

Information Technology requested the Central Class Compensation Unit to examine the duties of this position. The Central Class Compensation Unit approved the classification changes noted above. Position 714442 is budgeted for FY 2011 in cost center 709105 IT-Budget Finance and

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Procurement (BFP).

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

The reclassification request is being accomplished within current resources for FY 2011. Ongoing expenses for this position will be recovered via standard service rates.

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

The reclassifications, for which approval is sought in this request, have been reviewed by the Human Resources Division.

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

N/A

ATTACHMENT A

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).**

N/A

- **What budgets are increased/decreased?**

N/A

- **What do the changes accomplish?**

Reclassification of one position.

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

No-this position is currently vacant.

- **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.

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ATTACHMENT B

BUDGET MODIFICATION: NOND - 12

Required Signatures

Elected Official or
Department/
Agency Director:



Sherry Swackhamer

Date: 2/16/11

Budget Analyst:



Julie Neburka

Date: 2/16/11

Department HR:

Date: _____

Countywide HR:

Date: _____

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