



# MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(revised 03/25/11)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # C.1 DATE 6-14-12  
LYNDA GROW, BOARD CLERK

## Board Clerk Use Only

Meeting Date:	6/14/12
Agenda Item #:	C.1
Est. Start Time:	9:30 am
Date Submitted:	6/4/12

## BUDGET MODIFICATION: Countywide-03

**Agenda Title:** BUDGET MODIFICATION CW-03 Finance Study Phase 2 – Classification  
Only Study for Non-Represented Positions in 7 Classifications

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

<b>Requested Meeting Date:</b>	June 14, 2012	<b>Amount of Time Needed:</b>	n/a
<b>Department:</b>	County Management	<b>Division:</b>	HR Class Comp
<b>Contact(s):</b>	Joi Doi – Class Comp;		
<b>Phone:</b>	(503) 988-5015	<b>Ext.</b>	83241
<b>Presenter Name(s) &amp; Title(s):</b>	Consent Agenda Requested		

## General Information

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

To approve the final recommended classifications for approximately 34 positions throughout the County studied by Class Comp (as well as the recommended pay grade changes outlined in #3). The study known as the Finance Study – Phase 2 (Non-Represented Classifications), was completed in May 2012 and became effective on May 11, 2012.

### 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.

Finance Study Phase 1 that concluded in February 2012 included Local 88 represented Finance classifications (Finance Technician through Finance Specialist Senior) and the represented Budget Analyst classification.

Finance Study Phase 2 followed to include 34 non-represented positions in the following 7 classifications:

- Budget Analyst Senior (9730)
- Budget Analyst Principal (9734)
- Finance Supervisor (9335)
- Finance Manager (9336)
- Finance Manager Senior (9338)
- Chief Financial Officer (9810)
- Payroll Specialist (9337)

The scope of this project was a classification-only study in order to review the current non-represented finance classifications, update and revise the class specifications if needed (without conducting a labor market compensation review/evaluation), and allocate the positions in the study to the appropriate job classifications.

The majority of these classifications are used in the Department of County Management (53%) and the Health Department (21%). However, these classifications are also found in other departments throughout the County, including: Community Services; Community Justice; County Assets; Library; Information Technology; and Sheriff's Office. These broad classifications encompass functions which have varying accounting/fiscal work assignments in diverse programs.

Local Government Personnel Institute (LGPI) was hired to conduct this study with consultant Dana Bennett assigned as the external project manager. After considerable review of the position descriptions and information obtained from desk interviews, employees, managers, and the finance management occupational panels, Dana Bennett (LGPI) and Class Comp team determined that the current finance classification structure remains effective and successful. Broad classifications and the existing progression are working well -- they offer greater flexibility in assigning work and provide for better overall cross training and employee development opportunities. Therefore, the existing classifications were maintained.

For more detailed information please see the attached study.

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

Of 34 positions studied, 3 changed to job classes with higher pay grades and 2 changed to job classes with lower pay grades; with the remaining staying unchanged. (it was determined that they were appropriately classified).

The following details the cost changes by program:

Program 72029 Budget Office – reclasses a 1.00 Finance Manager Sr. to a Deputy Director – no financial impact

Program 78001 Business Services – reclasses a 1.00 Finance Manager to a 1.00 Finance Supervisor with an annual savings of \$25,105. For the current fiscal year the savings is \$3,264.

Program 40034 Quality Assurance – reclasses a 1.00 Finance Supervisor to a Finance Specialist Sr. with an annual increase of \$1,102. For the current fiscal year the cost increase is \$121.

There are 2.00 other positions that were impacted by the study; however, they are vacant for FY

2012 and are not budgeted for FY 2013 so there is no financial impact.

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

Multnomah County Personnel Rule 5-50, in essence, states that employees and all positions should be properly classified. Further, Central Human Resources is responsible maintaining a pay and classification system, and for reviewing positions whenever the duties change substantially. Central Human Resources also classifies and reclassifies all regular and limited duration positions to approved classifications based on an analysis of duties, responsibilities, knowledge, skills, abilities, and qualifications. Multnomah County Personnel Rule 5-45 provides the foundation for Central HR to create and maintain an appropriate salary structure to facilitate recruitment, retain competent employees with necessary skills/talents, and to establish equitable internal and external pay relationships. With the periodic review of classifications and pay integrity for work performed, the County will maintain public trust in its financial stewardship.

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

All employees and their salaries are published annually.

## 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).**  
Not applicable
- **What budgets are increased/decreased?**  
The Risk Fund is decreased by \$192.
- **What do the changes accomplish?**  
The reclassifications implement the Finance Study Phase 2 recommendations.
- **Do any personnel actions result from this budget modification? Explain.**  
There are no changes in full time equivalents; however, there are changes in classifications.
- **If a grant, is 100% of the central and department indirect recovered? If not, please explain why.**  
Not applicable
- **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?**  
Not applicable
- **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)?**  
Not applicable

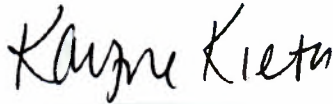
*NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.*

## ATTACHMENT B

**BUDGET MODIFICATION:** Countywide -03

### Required Signatures

**Elected Official or  
Department/  
Agency Director:**



**Date:** 5/31/12

**Budget Analyst:**



**Date:** 5/31/12

**Countywide HR:**



**Date:** 5/24/2012



Countywide-03

**EXPENDITURES & REVENUES**

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with SAP.

Budget/Fiscal Year: 2012

Line No.	Fund Center	Fund Code	Program #	Func. Area	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Description
					Internal Order	Cost Center	WBS Element					
1	78-30	1000	78001	20		704060		60000		(2,345)	(2,345)	Permanent
2	78-30	1000	78001	20		704060		60130		(720)	(720)	Salary Related
3	78-30	1000	78001	20		704060		60140		(199)	(199)	Insurance
4	78-30	1000	78001	20		704060		60120		3,264	3,264	Premium
5												
6	40-80	20500	40034	0030			4FA52-10-7	60000	529,845	529,932	87	Increase Permanent
7	40-80	20500	40034	0030			4FA52-10-7	60130	158,731	158,758	27	Increase Salary Related Expns
8	40-80	20500	40034	0030			4FA52-10-7	60140	146,602	146,609	7	Increase Insurance Benefits
9	40-80	20500	40034	0030			4FA52-10-7	60240	12,642	12,521	(121)	Decrease Supplies
10												
11												
12	72-10	3500		20		705210		50316		192	192	Svc Reim General to Risk
13	72-10	3500		20		705210		60330		(192)	(192)	Claims Paid
14												
15												
16												
17												
18												
19												
20												
21												
22												
23												
24												
25												
26												
27												
28												
29												
											0	Total - Page 1
											0	GRAND TOTAL

**ANNUALIZED PERSONNEL CHANGE**

Change on a full year basis even though this action affects only a part of the fiscal year (FY).

							ANNUALIZED			
Fund	Job #	HR Org	CC/WBS/IO	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
1000	9338	61260	701000	Fin Mgr Sr	706083	(1.00)	(116,744)	(35,840)	(23,465)	(176,049)
1000	9619	61260	701000	Dep Director	706083	1.00	116,744	35,840	23,465	176,049
1000	9336	65928	704060	Finance Manager	703971	(1.00)	(100,867)	(30,966)	(22,116)	(153,949)
1000	9335	65928	704060	Finance Supervisor	703971	1.00	82,832	25,429	20,583	128,844
20500	9335	64803	4FA52-10-7	Finance Supervisor	708817	(1.00)	(64,229)	(19,718)	(19,001)	(102,948)
20500	6032	64803	4FA52-10-7	Finance Specialist, Senior	708817	1.00	65,020	19,961	19,069	104,050
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
				TOTAL ANNUALIZED CHANGES		0.00	(17,244)	(5,294)	(1,465)	(24,003)

### CURRENT YEAR PERSONNEL DOLLAR CHANGE

Calculate costs/savings that will take place in this FY; these should explain the actual dollar amounts being changed by this Bud Mod.

						CURRENT YEAR				
Fund	Job #	HR Org	CC/WBS/O	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
1000	9338	61260	701000	Fin Mgr Sr	706083	(0.13)	(15,177)	(4,659)	(3,050)	(22,886)
1000	9619	61260	701000	Dep Director	706083	0.13	15,177	4,659	3,050	22,886
1000	9336	65928	704060	Finance Manager	703971	(0.13)	(13,113)	(4,026)	(2,875)	(20,014)
1000	9335	65928	704060	Finance Supervisor	703971	0.13	10,768	3,306	2,676	16,750
20500	9335	64803	4FA52-10-7	Finance Supervisor	708817	(0.11)	(7,065)	(2,169)	(2,091)	(11,325)
20500	6032	64803	4FA52-10-7	Finance Specialist, Senior	708817	0.11	7,152	2,196	2,098	11,446
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
				TOTAL CURRENT FY CHANGES		0.00	(2,258)	(693)	(192)	(3,143)

FM Side			PS/CO Side			Cost Element/ Commitment	Notes
FM Fund Center	FM Fund Code	Functional Area	Internal Order	Cost Center	WBS Element	Item	
<b>General Fund Contingency</b>				9500001000		60470	Reduce available General Fund Contingency
19	1000	0020				xxxxx	Increase Expenditure
xx-xx	xxxxxx	0020		xxx	xxx		
<b>Indirect</b>							
<b>Central</b>							
xx-xx	xxxxxx				xxx	60350	Indirect Expenditure
19	1000	0020		9500001000		50310	Indirect reimbursement revenue in General Fund
19	1000	0020		9500001000		60470	CGF Contingency expenditure
<b>Departmental</b>							
xxx	xxxxxx			xxx	xxx	60355	Indirect Department Expenditure
xx-xx	1000			xxx	xxx	50370	Indirect Dept reimbursement revenue in General Fund
xx-xx	1000			xxx	xxx	xxx	Off setting Dept expenditure in General Fund
<b>Telecommunications</b>							
xx-xx	xxxxxx				xxx	60370	Departmental telecommunication expenditure
78-70	3503	0020		709525		50310	Budgets receipt of reimbursement
78-70	3503	0020		709525		60200	Budgets offsetting expenditure in telecommunications fund
<b>Data Processing</b>							
xx-xx	xxxxxx				xxx	60380	Departmental data processing expenditures
78-70	3503	0020		709000		50310	Budgets receipt of Data Processing reimbursement
78-70	3503	0020		709000		60240	Budgets offsetting expenditures
<b>PC Flat Fee</b> <i>(Flat Fee is no longer in effect for most Departments beginning in FY 2007)</i>							
xx-xx	xxxxxx				xxx	60390	Departmental PC Flat Fee expenditure
78-70	3503	0020		709617		50310	Budgets receipt of PC Flat Fee
78-70	3503	0020		709617		60240	Budgets offsetting expenditure
<b>Electronic Service Reimbursement</b>							
xx-xx	xxxxxx					60420	Departmental Electronics expenditure
78-60	3501	0020		904200		50310	Receipt of Electronics service reimbursement
78-60	3501	0020		904200		60240	Budgets offsetting expenditure
<b>Motor Pool:</b> <i>Use this cost center if you are adding funds for motor pool use.</i>							
xx-xx	xxxxxx				xxx	60410	Departmental Motor Pool expenditure
78-30	3501	0020		904150		50310	Budgets receipt of Motor Pool service reimbursement
78-30	3501	0020		904150		60240	Budgets offsetting expenditure
<b>Fleet:</b> <i>Use this cost center if you are adding funds for dedicated program cars.</i>							
xx-xx	xxxxxx				xxx	60410	Departmental Fleet expenditure
78-60	3501	0020		904100		50310	Budgets receipt of Fleet service reimbursement
78-60	3501	0020		904100		60240	Budgets offsetting expenditure
<b>Building Management</b>							
xx-xx	xxxxxx				xxx	60430	Departmental Building Management expenditure
78-50	3505	0020		902575		50310	Budgets receipt of Building Management service reimbursement
78-50	3505	0020		902575		60170	Budgets offsetting expenditure
<b>Insurance Service Reimbursement</b>							
xx-xx	xxxxxx					60140 or 60145	Departmental Insurance expenditure
72-10	3500	0020		705210		50316	Insurance Revenue
72-10	3500	0020		705210		60330	Offsetting expenditure
<b>Lease Payments to Capital Lease Retirement Fund</b>							
xx-xx	xxxxxx					60450	Departmental Capital Lease Retirement expenditure
							Contact your Budget Analyst to complete this.
<b>Mail &amp; Distribution</b>							
xx-xx	xxxxxx				xxx	60460	Mail & Distribution expenditure
78-20	3504	0020		904400		50310	Budgets receipt of service reimbursement
78-20	3504	0020		904400		60230	Budgets offsetting expenditure
<b>Records</b>							
xx-xx	xxxxxx				xxx	60460	Records expenditure
78-20	3504	0020		904500		50310	Budgets receipt of service reimbursement
78-20	3504	0020		904500		60240	Budgets offsetting expenditure
<b>Stores</b>							
xx-xx	xxxxxx				xxx	60460	Stores expenditure
78-20	3504	0020		904600		50310	Budgets receipt of service reimbursement
78-20	3504	0020		904600		60240	Budgets offsetting expenditure



### **How are functional areas assigned to cost objects?**

For the most part, functional area is related to what department has recorded the revenue or expenditure (i.e. the District Attorney is reported in Public Safety and Justice). There are some exceptions to this rule that require certain funds to be assigned to a particular functional area, regardless of what department the revenues or expenditures are recorded in.

Functional Area Assignments ~ Based on Fund		
1501 – Road Fund	Roads and Bridges	0080
1502 – Emergency Communications Fund	Community Services	0060
1503 – Bike Path Fund	Community Services	0060
1504 – Recreation Fund	Community Services	0060
1506 – County School Fund	Community Services	0060
1509 – Willamette River Bridges Fund	Roads and Bridges	0080
1510 – Library Fund	Library	0070
1512 – Land Corner Preservation Fund	Roads and Bridges	0080
2504 – Building Project Fund	Community Services	0060
2507 – Capital Improvement Fund	Community Services	0060
2509 – Asset Preservation Fund	Community Services	0060
2511 – Sellwood Bridge Fund	Roads and Bridges	0080
3000 – Dunthorpe-Riverdale Service Dist #14 Fund	Dunthorpe-Riverdale Service Dist #14	0500
3001 – Mid County Service District #1 Fund	Mid County Service District #1	0510
3002 – Behavioral Health Managed Care Fund	Behavioral Health Managed Care	0520

If a cost object is not in one of the funds listed above, then the functional area should be assigned based on the department that the cost object is in.

Functional Area Assignments ~ Based on Department (Fund Center)		
Non-Departmental (10, except 10-50)	General Government	0020
Non-Departmental – CCFC (10-50)	Social Services	0040
District Attorney (15)	Public Safety and Justice	0050
Countywide (18 & 19)	General Government	0020
Human Services (20, 21, 22, 25, 26, 30 & 31)	Social Services	0040
Health (40)	Health Services	0030
Community Justice (50)	Public Safety and Justice	0050
Sheriff's Office (60)	Public Safety and Justice	0050
County Management (72)	General Government	0020
County Assets (78)	General Government	0020
Library (80)	Library	0070
Community Services (91)	General Government	0020

*If you have any questions or comments, please contact Susan Luce in General Ledger at ext. 22138.*