



**MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST
BUDGET MODIFICATION**

(revised 08/02/10)

Board Clerk Use Only	
Meeting Date:	<u>3/17/11</u>
Agenda Item #:	<u>C-3</u>
Est. Start Time:	<u>9:30 am</u>
Date Submitted:	<u>3/2/11</u>

BUDGET MODIFICATION: DCM - 09

BUDGET MODIFICATION DCM-09 Reclassifying a Contract Specialist to a Agenda Contract Specialist Senior in Purchasing as determined by Central Human Title: Resources Classification Compensation unit.

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

Requested Meeting Date:	<u>March 17, 2011</u>	Amount of Time Needed:	<u>Consent Calendar Finance and Risk</u>
Department:	<u>County Management</u>	Division:	<u>Management - Purchasing</u>
Contact(s):	<u>Barry Zimmerman, Mike Waddell</u>		
Phone:	<u>988-5111</u>	Ext.:	<u>26173</u>
		I/O Address:	<u>503/4</u>
Presenter Name(s) & Title(s):	<u>N/A Consent</u>		

General Information

1. What action are you requesting from the Board?

The department is requesting board approval of budget modification DCM-09 reclassifying a Contract Specialist to a Contract Specialist Senior in Central Purchasing.

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 modification reflects a Classification/Compensation decision on a reclassification request initiated by management. Class/Comp reviewed the submitted job duties and description and concluded that Contract Specialist Senior was the best fit for the position. The reclassification is effective June 7, 2010. The change impacts program offer 72010 Purchasing.

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

Personnel costs will increase by \$170, offset by a reduction in supplies. The pay scale for a Contract Specialist is (\$49,319 - \$60,636) while the pay scale for a Contract Specialist Senior is (\$58,819 -

**Budget Modification APR
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\$72,442). Personnel costs will increase over time and will be absorbed with the Purchasing budget. Service reimbursement from the General Fund to the Risk Fund increases by \$11.

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

N/A

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?**

The net effect of this reclassification will be financially immaterial and will be absorbed by the program.

- **What do the changes accomplish?**

Approval of classification decision from Human Resources Class/Comp unit that best reflects the duties of this position.

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

Reclassification of a Contract Specialist to a Contract Specialist Senior.

- **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.

ATTACHMENT B

BUDGET MODIFICATION: DCM - 09

Required Signatures

Elected Official or
Department/
Agency Director:



Date: 3/3/11

Mindy Harris

Budget Analyst:



Date: 3/3/11

Julie Neburka

Department HR:



Date: 3/3/11

Elisabeth Nunes

Countywide HR:



Date: 3/3/11

Joi Doi

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