



**MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST
BUDGET MODIFICATION**

(revised 08/02/10)

Board Clerk Use Only	
Meeting Date:	7/21/11
Agenda Item #:	C.2
Est. Start Time:	9:30 am
Date Submitted:	7/13/11

BUDGET MODIFICATION: DCJ - 01

BUDGET MODIFICATION # DCJ-01 Reclasses a 1.00 FTE Finance Specialist 1 to a 1.00 FTE Finance Specialist 2 in the Business Services Finance Unit, as Determined by the Class/Comp Unit of Central Human Resources.

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>July 28, 2011</u>	Amount of Time Needed:	<u>N/A</u>
Department:	<u>Dept. of Community Justice</u>	Division:	<u>Business Services</u>
Contact(s):	<u>Joyce Resare</u>		
Phone:	<u>503-988-3961</u>	Ext.	<u>83961</u>
		I/O Address:	<u>503 / 250</u>
Presenter Name(s) & Title(s):	<u>Consent Calendar</u>		

General Information

1. What action are you requesting from the Board?

The Department of Community Justice (DCJ) requests approval of a budget modification to reclassify a 1.00 FTE Finance Specialist 1 position which has been reviewed by the Class/Comp Unit of Central Human Resources.

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.

Reclassification of a 1.00 FTE Finance Specialist 1 [6029] position to a Finance Specialist 2 [6030] was approved for recommendation to the Board of County Commissioners by the Class/Comp Unit of Central Human Resources on July 7, 2011 to be retro-active to March 1, 2011.

DCJ Business Services provides administrative and business support to the Department. Services include: budget development; analysis and tracking; grants management; accounts receivable; accounts payable; Medicaid billing, purchasing; and contract writing. Over time grant responsibility

for this position has increased from reviewing and processing grant accounting activities to participating with contracts in the pre-planning of grants. In addition this position forecasts grant revenues for the annual County budget; recommends how funds should be transferred to cover expenses between funding sources; develops audits systems for grants; works with program managers, grantors and outside agencies; and develops travel and training processes. These responsibilities are consistent with the Finance Specialist 2 [6030] classification.

This position is part of FY 2012 Program Offer 50001 – DCJ Business Services.

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

There is no fiscal impact for current year FY 2012 because the pay scale ranges for these two positions overlap. This position is ongoing and is expected to be included in the FY 2013 budget submittal.

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

Local 88 represented employees have a contractual right to appeal and arbitrate the outcome of a reclassification request, which would include Board action to disapprove the request. It is the policy of Multnomah County to make all employment decisions without regard to race, religion, color, national origin, sex, age, marital status, disability, political affiliations, sexual orientation, or any other nonmerit factor.

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. This position is funded 100% by County General Fund.
- **What budgets are increased/decreased?**
N/A
- **What do the changes accomplish?**
Approval of a reclassification decision from the Class/Comp Unit of Central Human Resources.
- **Do any personnel actions result from this budget modification? Explain.**
Yes, the incumbent in this position will be reclassified to a Finance Specialist 2 [6030] retro-active to March 1, 2011.
- **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: DCJ - 01

Required Signatures

Elected Official or
Department/
Agency Director:



Date: 7/13/11

Joyce Rosare for Scott Taylor

Budget Analyst:



Date: 7/13/11

Shannon Busby

Department HR:



Date: 7/13/11

James Opoka

Countywide HR:



Date: 7/13/11

Candace Busby