



**MULTNOMAH COUNTY  
AGENDA PLACEMENT REQUEST  
BUDGET MODIFICATION**

(revised 03/25/11)

<b>Board Clerk Use Only</b>	
<b>Meeting Date:</b>	8/4/11
<b>Agenda Item #:</b>	C.5
<b>Est. Start Time:</b>	9:30 am
<b>Date Submitted:</b>	7/19/11

**BUDGET MODIFICATION: DCM- 01**

**BUDGET MODIFICATION # DCM- 01 Reclassifying an Administrative Analyst  
Agenda to a Management Assistant as determined by Central Human Resources  
Title: Classification Compensation unit.**

*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>	August 4, 2011	<b>Amount of Time Needed:</b>	Consent Calendar
<b>Department:</b>	County Management	<b>Division:</b>	Director's Office
<b>Contact(s):</b>	Julie Neburka		
<b>Phone:</b>	988-3312	<b>Ext.</b>	27351
		<b>I/O Address:</b>	503/5/531
<b>Presenter Name(s) &amp; Title(s):</b>	N/A Consent		

**General Information**

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

The department is requesting board approval of budget modification DCM-01 reclassifying an Administrative Analyst to a Management Assistant in the Director's Office.

**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 Class/Comp decision on a reclassification request initiated by management. Class/Comp reviewed the submitted job duties and description and concluded that Management Assistant was the best fit for the position. The change impacts program offer 72000 DCM Director's Office.

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

The reclassification is budget neutral in the current year. The pay scale for an Administrative Analyst is (\$50,718 - \$62,410) while the pay scale for a Management Assistant is (\$58,661 - \$82,127). Personnel cost will increase overtime and will be absorbed with in the department budget.

**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?

N/A

- 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 an Administrative Analyst to a Management Assistant.

- 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-01

#### Required Signatures

Elected Official or  
Department/  
Agency Director:



Date: 7/14/11

Karyne Kieta

Budget Analyst:



Date: 7/14/11

Julie Neburka