



# MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(Revised: 8/18/11)

### Board Clerk Use Only

**Meeting Date:** 4/12/12  
**Agenda Item #:** C.3  
**Est. Start Time:** 9:30 am  
**Date Submitted:** 4/2/12

**Agenda Title:** **BUDGET MODIFICATION #DCHS12-23, Reclassifying a Finance Manager, Senior position to a Deputy Director position in Department of County Human Services Administration, 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:** Next Available      **Time Needed:** N/A (Consent)  
**Department:** County Human Services      **Division:** Administration  
**Contact(s):** Susan Myers  
**Phone:** 503-988-4406      **Ext.** \_\_\_\_\_      **I/O Address:** 167/240  
**Presenter Name(s) & Title(s):** N/A – Consent Agenda

### General Information

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

The Department of County Human Services is requesting approval of budget modification DCHS12-23, reclassifying a Finance Manager, Senior position to a Deputy Director position in Department of County Human Services Administration, as determined 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.**

This budget modification reflects an HR Class/Comp decision on a reclassification request initiated by management in Program Offer 25002 – DCHS Business Services.

HR Class/Comp reviewed the job duties of this position and determined that the Deputy Director classification was the best fit for this position. The reason for the classification

decision was as follows: “The essential functions of this position include department administration at 40%, with the balance divided into budget administration, department leadership, finance management, and personnel management. Since this position’s responsibilities have gradually broadened to encompass leadership areas outside those of Finance Manager, Sr., and the overall purpose of the position clearly reflects that of Deputy Director, it should be reclassified to this job class.”

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

There is no current year fiscal impact or on-going financial impact related to this reclassification since there is no compensation change associated with the reclass.

**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

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**Budget Modification**

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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).**

No revenue is being changed.

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

There is no budget impact associated with this reclass.

- **What do the changes accomplish?**

This budget modification implements the decision from the HR Class/Comp unit to reclassify a Finance Manager, Senior position and the incumbent to Deputy Director in order to accurately reflect the functions and duties of the position involved.

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

Yes. The approval of this budget modification will result in reclassifying a position in Department of County Human Services Administration from a Finance Manager, Senior to a Deputy Director, as determined by the Class/Comp unit of Central Human Resources.

- **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.*

**Required Signature**

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**Elected Official  
or Dept Director:**



**Date:** 03/30/12

**Budget Analyst:**

Susan Myers /s/  
Christian Elkin /s/

4/2/12

**Date:**



4/2/2012

**Department HR:**

Urmila Jhattu

**Date:**

**Countywide HR:**

Travis Graves /s/

4/2/12

**Date:**