



**MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST
BUDGET MODIFICATION**

(Revised: 8/18/11)

Board Clerk Use Only

Meeting Date: 9/6/12
Agenda Item #: C.20
Est. Start Time: 9:30 am
Date Submitted: 8/10/12

**BUDGET MODIFICATION #DCHS13-06 reclassifying a full-time represented
 Agenda Title: Administrative Analyst position to an Administrative Analyst (Non-
 Represented).**

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:** Director's Office
Contact(s): Ed Jones
Phone: 503-988-3691 **Ext.** 29340 **I/O Address:** 167/1/240
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 DCHS13-06, authorizing the reclassification a full-time represented Administrative Analyst position to an Administrative Analyst (Non-Represented) position in the Director's Office of the Department of County Human Services (DCHS) 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 25000 – DCHS Director's Office.

HR Class/Comp reviewed the job duties of this position and determined that the Administrative Analyst (Non Represented) classification was the best fit for this position.

This classification decision moves the position from one represented by Local 88 to a management classification and from FLSA non-exempt to FSLA exempt status.

The reason for the classification decision was as follows: “*The Administrative Analyst/Non-Represented class is distinguished from the represented Administrative Analyst class in that incumbents in the former classification perform confidential functions for a department or a division director that directly relate to collective bargaining and/or the disciplinary process. The non-represented Administrative Analyst researches, compiles, reviews, edits, and redrafts disciplinary actions, investigation findings, and information directly related to grievance handling or collective bargaining.*”

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

The pay scales for the budgeted Administrative Analyst classification (step 5) and the Administrative Analyst (Non-Represented) overlap and there will be no change in salary for the incumbent. As a result, there is no current year fiscal impact or near-term on-going financial impact related to this reclassification.

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

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).**

No revenue is being changed.

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

There is no financial budget impact associated with this reclassification.

- **What do the changes accomplish?**

This budget modification implements the decision from the HR Class/Comp unit to reclassify a represented Administrative Analyst to an Administrative Analyst (Non-Represented) in order to accurately reflect the current 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 DCHS Director's Office from a represented Administrative Analyst to an Administrative Analyst (Non-Represented) 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

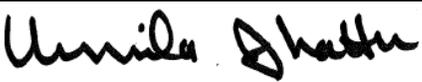
NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.

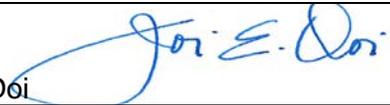
Required Signature

Elected Official or Dept Director:  **Date:** 8/10/12

Susan Myer

Budget Analyst: Jennifer Unruh /s/ **Date:** 8/9/12

Department HR:  **Date:** 8/9/12

Countywide HR:  **Date:** August 10, 2012
Joi Doi _____