

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

AN ORDINANCE AMENDING ORDINANCE NO.)
89-294A REVISING THE FY 1989-90)
BUDGET AND APPROPRIATIONS SCHEDULE)
TO RECLASS 1.0 FTE DATA PROCESSING)
OPERATIONS ANALYST TO DATA)
PROCESSING SYSTEMS ANALYST)

ORDINANCE NO. 89-312
Introduced by Rena Cusma,
Executive Officer

WHEREAS, The Council of the Metropolitan Service District has reviewed and considered the need to modify the FY 1989-90 Budget; and

WHEREAS, The need for a modified budget plan has been justified; and

WHEREAS, Adequate funds exist for identified needs; now, therefore,

THE COUNCIL OF THE METROPOLITAN SERVICE DISTRICT HEREBY ORDAINS:

That Ordinance No. 89-294A, Exhibit B, FY 1989-90 Budget, and Exhibit C, Schedule of Appropriations, are hereby amended as shown in Exhibits A and B to this Ordinance for the purpose of reclassing 1.0 FTE Data Processing Operations Analyst to Data Processing Systems Analyst.

ADOPTED by the Council of the Metropolitan Service District this _____ day of _____, 1989.

NOT CONSIDERED
Mike Ragsdale, Presiding Officer

ATTEST:

Clerk of the Council

kr:ord89-90:89-312:ord312
8/31/89

EXHIBIT A
ORDINANCE NO. 89-312

FISCAL YEAR 1989-90		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
GENERAL FUND: Finance & Administration							
Personal Services							

511121	SALARIES-REGULAR EMPLOYEES (full time)						
	Directors	1.00	62,142		0	1.00	62,142
	Managers (Finan., Const.)	2.00	115,114		0	2.00	115,114
	Personnel Manager	1.00	48,642		0	1.00	48,642
	Data Processing Administrator	1.00	45,088		0	1.00	45,088
	Chief Accountant	1.00	52,454		0	1.00	52,454
	Sr. Management Analyst	1.50	50,528		0	1.50	50,528
	Assoc. Management Analyst	4.00	131,754		0	4.00	131,754
	Support Services Supervisor	0.50	20,182		0	0.50	20,182
	D.P. Systems Analyst	2.00	75,006	1.00	44,487	3.00	119,493
	D.P. Operations Analyst	1.00	41,987	(1.00)	(41,987)	0.00	0
	Senior Accountant	3.00	98,526		0	3.00	98,526
511221	WAGES-REGULAR EMPLOYEES (full time)						
	Administrative Secretary	2.75	60,981		0	2.75	60,981
	Secretary	1.00	17,337		0	1.00	17,337
	Lead Accounting Clerk	1.00	25,200		0	1.00	25,200
	Receptionist	1.00	19,237		0	1.00	19,237
	Reproduction Clerk	1.00	23,519		0	1.00	23,519
	Payroll Clerk	1.00	19,824		0	1.00	19,824
	Accounting Clerk 2	2.00	38,474		0	2.00	38,474
	Building Operations Worker	0.50	9,437		0	0.50	9,437
511235	WAGES-TEMPORARY EMPLOYEES (part time)						
	Temporary Administrative Support	1.25	25,337		0	1.25	25,337
511400	OVERTIME		4,246		0		4,246
512000	FRINGE		294,939		750		295,689
Total Personal Services		29.50	1,279,954	0.00	3,250	29.50	1,283,204
Materials & Services							

521100	Office Supplies		47,365		0		47,365
521110	Computer Software		1,695		0		1,695
521240	Graphics/Reprographic Supplies		700		0		700
521260	Printing Supplies		33,637		0		33,637
521290	Other Supplies		1,200		0		1,200
521310	Subscriptions		3,544		0		3,544
521320	Dues		2,458		0		2,458
521400	Fuels & Lubricants		5,200		0		5,200
524110	Accounting & Auditing Services		31,000		0		31,000
524190	Misc. Professional Services		43,215		0		43,215
525630	Maintenance & Repairs Services-Vehicles		3,575		0		3,575
525640	Maintenance & Repairs Services-Equipment		102,860		0		102,860
525710	Equipment Rental		3,640		0		3,640
525732	Operating Lease Payments-Vehicles		15,780		0		15,780
526200	Ads & Legal Notices		18,442		0		18,442
526310	Printing Services		4,585		0		4,585
526410	Telephone		36,181		0		36,181
526420	Postage		45,580		0		45,580

EXHIBIT A
ORDINANCE NO. 89-312

FISCAL YEAR 1989-90		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
526440	Delivery Services		200		0		200
526500	Travel		17,041		0		17,041
526700	Temporary Help Services		3,952		0		3,952
526800	Training, Tuition, Conferences		27,076		0		27,076
526900	Misc. Other Purchased Services		12,500		0		12,500
528100	License, Permits, Payments to Other Agencies		7,640		0		7,640
528200	Election Expense		90,529		0		90,529
529500	Meetings		1,400		0		1,400
529800	Miscellaneous		1,700		0		1,700
531100	Capital Lease Payments-Furniture & Equipment		244,161		0		244,161
	Total Materials & Services		806,856		0		806,856
	Capital Outlay						
571500	Purchases-Office Furniture & Equipment		62,575		0		62,575
	Total Capital Outlay		62,575		0		62,575
	TOTAL EXPENDITURES	29.50	2,149,385	0.00	3,250	29.50	2,152,635

EXHIBIT A
ORDINANCE NO. 89-312

FISCAL YEAR 1989-90		CURRENT BUDGET		REVISION		PROPOSED BUDGET	
ACCOUNT #	DESCRIPTION	FTE	AMOUNT	FTE	AMOUNT	FTE	AMOUNT
GENERAL FUND: General Fund							
Interfund Transfers							
581513	Trans. Indirect Costs to Bldg. Fund		210,760				210,760
581615	Trans. Indirect Costs to Insurance Fund		33,733				33,733
582140	Trans. Resources to Plan. Fund		37,612				37,612
Total Interfund Transfers			282,105		0		282,105
Contingency and Unappropriated Balance							
599999	Contingency		100,000		(3,250)		96,750
	Unappropriated Fund Balance		0				0
Total Contingency and Unappropriated Balance			100,000		(3,250)		96,750
TOTAL EXPENDITURES		60.65	4,313,357	0.00	0	60.65	4,313,357

EXHIBIT B
 ORDINANCE NO. 89-312
 SCHEDULE OF APPROPRIATIONS FY 1989-90

	CURRENT APPROPRIATION	REVISION	REVISED APPROPRIATION
GENERAL FUND			
Council			
Personal Services	319,762		319,762
Materials & Services:	149,500		149,500
Capital Outlay:	4,700		4,700
Subtotal	473,962	0	473,962
General Counsel			
Personal Services	253,022		253,022
Materials & Services	23,039		23,039
Capital Outlay:	2,412		2,412
Subtotal	278,473	0	278,473
Executive Management			
Personal Services	463,529		463,529
Materials & Services:	66,305		66,305
Capital Outlay:	8,574		8,574
Subtotal	538,408	0	538,408
Finance & Administration			
Personal Services	1,279,954	3,250	1,283,204
Materials & Services:	806,856		806,856
Capital Outlay:	62,575		62,575
Subtotal	2,149,385	3,250	2,152,635
Public Affairs			
Personal Services	422,207		422,207
Materials & Services:	68,167		68,167
Capital Outlay:	650		650
Subtotal	491,024	0	491,024
General Expense			
Contingency	100,000	(3,250)	96,750
Transfers	282,105		282,105
Subtotal	382,105	(3,250)	378,855
Unappropriated Balance	0	0	0
Total General Fund Requirements	4,313,357	0	4,313,357

ALL OTHER APPROPRIATIONS REMAIN AS PREVIOUSLY ADOPTED

STAFF REPORT

CONSIDERATION OF ORDINANCE NO. 89-312 AMENDING ORDINANCE
NO. 89-294A REVISING THE FY 1989-90 BUDGET AND APPROPRIATIONS
SCHEDULE TO RECLASS 1.0 FTE DATA PROCESSING OPERATIONS
ANALYST TO 1.0 FTE DATA PROCESSING SYSTEMS ANALYST

Date: August 31, 1989

Presented by: Jennifer Sims
John Leahy

FACTUAL BACKGROUND AND ANALYSIS

This ordinance provides the funds necessary to reclass 1.0 FTE Data Processing Operations Analyst to 1.0 FTE Data Processing Systems Analyst. In FY 1987-88 the Data Processing Department issued a major Request for Proposal for a financial accounting system. All efforts of the Data Processing staff were focused on this project and all staff members were called upon to perform tasks generally associated with a Systems Analyst. As the scope of the project progressed it became apparent that the level of duties and responsibilities of the Operations Analyst would continue at the Systems Analyst level. In July 1988 this position was recommended to be increased from a Operations Analyst to a Systems Analyst. The study and recommendation were put on hold pending outcome of the collective bargaining process. This agreement was not concluded until the end of fiscal year 1988-89.

In July 1989, the Personnel Department once again performed an evaluation of the duties and responsibilities of this position. The point factoring system used in the study clearly indicates the duties of the position and responsibilities of the incumbent to be at the Systems Analyst level.

The position is represented by the American Federation of State, County and Municipal Employees union. Section 14.3 of the current collective bargaining agreement states that employees working in an out of class situation for more than three days shall be compensated for all hours worked at the higher level classification. The level of duties and responsibilities assigned to this position are expected to continue at the present level indefinitely. Reducing the level of duties of this position to an Operations Analyst would drastically reduce the efficiency of the Data Processing Department and would place additional burdens on the already overloaded work schedules of the remaining Data Processing staff.

A forecast of Finance & Administration personal services indicates the current adopted budget does not contain sufficient funds to allow for this reclass. This action would transfer \$3,250 from General Fund Contingency to Finance & Administration Personal Services to fund the increase in salary and fringe benefit requirements.

EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Officer recommends adoption of Ordinance No. 89-312, reclassing 1.0 FTE Data Processing Operations Analyst to 1.0 FTE Data Processing Systems Analyst and transferring funds from contingency for the additional salary and fringe benefit requirements.

kr:ord89-90:89-312:sr312
8/23/89



METRO

Memorandum

2000 S.W. First Avenue
Portland, OR 97201-5398
503/221-1646

DATE: September 21, 1989
TO: Finance Committee
FROM: Donald E. Carlson, ^{DEC} Council Administrator
RE: Ordinance No. 89-312 Amending the FY 1989-90 Budget and Appropriations Schedule for Data Processing Division Reclass

The purpose of the Ordinance is to amend the Budget and Appropriation Schedule to take \$3,250 from the General Fund Contingency category and transfer it to the Personal Services Category in the Finance and Administration Department (Data Processing Division). The purpose of this action is to fund a reclassification of the Operations Analyst position to a System Analyst position. The Operations Analyst position is at salary range 15 on the AFSME Pay Schedule (\$12.38 to \$17.43/hour). The Systems Analyst position is at Salary Range 17 on the AFSCME Schedule (\$13.65 to \$19.22/hour). The Personnel Code authorizes the Executive Officer to approve a reclassification such as this provided it can be accomplished within the limitations of the current budget (Section 2.02.135). The Department of Finance and Administration's review of the current budget indicates that an additional \$3,250 is needed in the Finance & Administration's budget to accomplish the reclassification.

Based on a brief analysis of both the Data Processing Division budget and the Finance and Administration Department budget, Council Staff is of the opinion that sufficient funds are currently budgeted to accomplish the reclass. The analysis looks at actual and projected salaries of three positions - two existing System Analysts (A. Lloyd and J. Gross) and the proposed re-classed position (J. Booth). As indicated below the current budget for salaries and fringe costs for the three positions is \$2,943 more than the projected expenditure requirements for the positions including the proposed reclass. Exhibit A shows the detail information on projected salary needs for each position.

	1989-90 <u>Budget</u>	1989-90 <u>Projected Need*</u>
Position/Employee		
System Analyst (Lloyd)	\$ 75,006	\$ 39,977
System Analyst (Gross)	"	36,168
Oper. Analyst (Booth)	<u>41,987</u>	<u>38,584</u>
Sub-Total Salaries	116,993	114,729
Fringe @ 30%	<u>35,098</u>	<u>34,419</u>
Total per services	\$152,091	\$149,148

*See Exhibit A attached

The estimate shown below for the F & A Department as a whole shows that there will likely be sufficient funds to cover the Personal Services expenditures for the Department. It should be pointed out that the projection includes the 5% COLA awarded to all employees on 7/1/89. The \$57,998 balance should be the amount the Department has to meet salary requirements of the AFSCME contract (a step increase on an anniversary date) and any merit increases awarded on the basis of performance evaluations.

<u>Category</u>	<u>Budget</u>	<u>YTD Actual</u>	<u>Projected*</u>	<u>Difference</u>
Salaries & Wages	985,015	156,213	952,198	+ 32,817
Fringe	<u>294,939</u>	<u>44,214</u>	<u>269,768</u>	<u>+ 25,181</u>
Total	1,279,954	200,422	1,221,956	+ 57,998

*Based on a monthly average for two months plus \$19,388 for a Senior Mgmt Analyst to start on 1/1/90.

Staff Recommendations

The staff recommends that Ordinance No. 89-312 be tabled. It does not appear that the reclass will cause the Department to be short of funds for FY 89-90. The current position is budgeted at a salary of \$41,987 and the incumbent if re-classed will likely need \$38,584 to cover FY 89-90 salary costs. The Department should monitor its FY 89-90 budget to ensure sufficient funds are available to meet wage adjustment requirements for the current fiscal year. If sufficient funds are not available then the Department should return with a Budget adjustment request at the appropriate time.

DEC:lc
89-213.DEC

Exhibit A

System Analyst Salary Worksheet

FY 1989-90

<u>Employee</u>	<u>Date</u>	<u>Position/Action</u>	<u>Salary Rate</u>	<u>Hours Worked</u>	<u>Amount Needed</u>
Booth	7/1/89	Operations Analyst	\$16.59	144	\$2,389
	7/27/89	Anniversary Date	17.43	24	418
	8/1/89	Reclass to Sys.Anal	18.30	1056	19,325
	2/1/90	Clear Probation	19.22	<u>856</u>	<u>16,452</u>
		Sub-Total		2080	\$38,584
Lloyd	7/1/89	Systems Analyst	\$19.22	1560	\$29,983
	4/1/90	Anniversary Date	19.22*	<u>520</u>	<u>19,994</u>
		Sub-Total		2080	\$ 39,977
Gross	7/1/89	Systems Analyst	\$16.60	104	\$ 1,726
	7/20/89	Anniversary Date	17.43*	<u>1976</u>	<u>34,442</u>
		Sub-Total		2080	<u>\$36,168</u>
		Total Salary Needed			\$114,729

*At Top Step of Salary Range

DEC:lc
89-312.DEC