

State of Oregon

Permanent Finance Plan

Training

DAS Budget & Management
Statewide Audit and Budget Reporting Section
(SABRS)

July 13, 2009



Purpose of Presentation

- ❑ Chapter Law 291.371 Establishes Statutory Authority Given to Department of Administrative Services, (DAS) Related to Position Activity
- ❑ Overview of the New Permanent Finance Plan (PFP) Template
- ❑ Template Instructions
- ❑ Definitions
- ❑ New HRSD Submittal Requirements

Chapter Law 291.371

- ❑ DAS has been given legislative authority to approve reallocation of positions or the establishment of new positions not specifically provided for in the budget of the affected agency for various reasons
- ❑ The PFPs are the means used to satisfy the requirements of this authority
- ❑ PFP's provide conceptual analysis of the agency's budgetary condition
- ❑ Refer to Chapter Law 291.371 for more details

Permanent Finance Plan (PFP) Sample

2009-2011 Biennium

Permanent Financing Plan for _____ (Agency Name)

Agency Number: _____

SABR Coordinator: _____

DAS Budget Analyst: _____

Phone: _____

***** SAMPLE *****

(Required) Agency Plan Number: _____

| Action | Repr, Class No. & Pay/Rg Opts | Class Title | Position Number | Salary Type | Top Step | # of Mos. | Biennial Cost | Detail Cross Ref (DCR) | GF % | \$ | OF % | \$ | FF % | \$ | LF % | \$ | | |
|-----------------------------------|----------------------------------|-----------------|--------------------|----------------|-------------|--------------|------------------|---------------------------|-----------------|---------|---------|---------|---------|---------|---------|----------|---|----|
| REQUEST SECTION: | | | | | | | | | | | | | | | | | | |
| <i>Reclass ↑</i> | | | | | | | | | | | | | | | | | | |
| To | OA C1217 AA | Acct 3 | 0001987 | PF | 27 | 5,442 | 24.00 | 130,608 | 004-02-00-00000 | 25.00% | 32,652 | 25.00% | 32,652 | 50.00% | 65,304 | 0.00% | - | |
| From | OA C1216 AA | Acct 2 | 0001987 | PF | 23 | 4,495 | 24.00 | 107,880 | 004-02-00-00000 | 25.00% | 26,970 | 25.00% | 26,970 | 50.00% | 53,940 | 0.00% | - | |
| Total Cost | | | | | | | | | | | | 5,682 | | 5,682 | | 11,364 | | - |
| <i>Increase Months</i> | | | | | | | | | | | | | | | | | | |
| To | OA C1217 AA | Acct 3 | 0001987 | PF | 27 | 5,442 | 24.00 | 130,608 | 005-01-00-00000 | 50.00% | 65,304 | 0.00% | - | 50.00% | 65,304 | 0.00% | - | |
| From | OA C1216 AA | Acct 2 | 0001987 | PP | 23 | 4,495 | 12.00 | 53,940 | 005-01-00-00000 | 50.00% | 26,970 | 0.00% | - | 50.00% | 26,970 | 0.00% | - | |
| Total Cost | | | | | | | | | | | | 38,334 | | - | | 38,334 | | - |
| <i>Establish</i> | AD C0855 AA | Proj Mgr 2 | 0002648 | PF | 29 | 5,704 | 24.00 | 136,896 | 002-23-00-00000 | 100.00% | 136,896 | 0.00% | - | 0.00% | - | 0.00% | - | |
| Total Request Section | | | | | | | | | | | | 180,912 | | 5,682 | | 49,698 | | - |
| FINANCING SECTION | | | | | | | | | | | | | | | | | | |
| <i>Abolish</i> | OA C0101 AA | Office Asst. 1 | 0001567 | PF | 7 | 2,128 | 24.00 | 51,072 | 002-23-00-00000 | 0.00% | - | 15.00% | 7,661 | 85.00% | 43,411 | 0.00% | - | |
| <i>Abolish</i> | AD C1484 IA | Info Sys Spec 4 | 0001053 | PF | 25 | 4,874 | 24.00 | 116,976 | 002-23-00-00000 | 100.00% | 116,976 | 0.00% | - | 0.00% | - | 0.00% | - | |
| Total Savings | | | | | | | | | | | | 116,976 | | 7,661 | | 43,411 | | - |
| <i>Fund Shift</i> | | | | | | | | | | | | | | | | | | |
| To | AD C8504 AA | NRS 4 | 0001022 | PF | 30 | 5,986 | 24.00 | 143,664 | 002-21-00-00000 | 15.00% | 21,550 | 75.00% | 107,748 | 10.00% | 14,366 | 0.00% | - | |
| From | AD C8504 AA | NRS 4 | 0001022 | PF | 30 | 5,986 | 24.00 | 143,664 | 002-21-00-00000 | 25.00% | 35,916 | 75.00% | 107,748 | 0.00% | - | 0.00% | - | |
| Total Savings | | | | | | | | | | | | 14,366 | | - | | (14,366) | | - |
| <i>Reduce Months</i> | | | | | | | | | | | | | | | | | | |
| To | AD C8504 AA | NRS 4 | 0000852 | PP | 30 | 5,986 | 0.57 | 3,412 | 003-33-00-00000 | 0.00% | - | 0.00% | - | 100.00% | 3,412 | 0.00% | - | |
| From | AD C8504 AA | NRS 4 | 0000852 | PP | 30 | 5,986 | 3.84 | 22,986 | 003-33-00-00000 | 0.00% | - | 0.00% | - | 100.00% | 22,986 | 0.00% | - | |
| Total Savings | | | | | | | | | | | | - | | - | | 19,574 | | - |
| <i>Reclass ↓</i> | | | | | | | | | | | | | | | | | | |
| To | UA C6657 AA | Hum Srv Spc 1 | 0002057 | PP | 15 | 3,087 | 12.00 | 37,044 | | 75.00% | 27,783 | 0.00% | - | 25.00% | 9,261 | 0.00% | - | |
| From | UA C6660 AA | Hum Srv Spc 4 | 0002057 | PF | 22 | 4,288 | 24.00 | 102,912 | | 75.00% | 77,184 | 0.00% | - | 25.00% | 25,728 | 0.00% | - | |
| Total Savings | | | | | | | | | | | | 49,401 | | - | | 16,467 | | - |
| Total Financing Section | | | | | | | | | | | | 180,743 | | 7,661 | | 65,086 | | - |
| Total Request | | | | | | | | | | | | 180,912 | | 5,682 | | 49,698 | | - |
| Total Financing | | | | | | | | | | | | 180,743 | | 7,661 | | 65,086 | | - |
| Balance from Prior Actions | | | | | | | | | | | | 250 | | 157 | | 21 | | 17 |
| Balance for Future Actions | | | | | | | | | | | | 81 | | 2,136 | | 15,409 | | 17 |

PFP and LD Plan Templates found at:

<http://www.oregon.gov/DAS/BAM/forms.shtml>

Permanent Finance Plan (PFP) Sample (continued)

Instructions

(Note: All columns need to be completed by agency before submission)

Action: What position action goes in to the Request Section?

Upward Reclasses*
Increase in Months*
Establishments
Any positions activity that results in a cost to the agency

What position action goes in to the Financing Section?

Abolishments
All Fund Shift Movement*
Reduction in Months*
Downward Reclasses*
Any position activity that results in a savings for the agency

***These actions must be comprised of two lines, a "from" line and a "to" line**

Note: Fund shifts should never be in the Request Section; they should always be included in the Financing Section
Note: Positions being reduced to zero months for financing purposes will be considered **abolishments**

Representation Code: Identifies union representation code, e.g., OA

Classification: Identifies position classification, e.g., C0104

Pay/Range Options: Identifies pay/range, e.g., AA vs IA

Position Type: PF = Permanent Full-Time
PP = Permanent Part-Time
SF = Seasonal Full-time
SP = Seasonal Part-Time

Top Step: This must be the top step of the classification

of Months: Biennial number of months on the position

Biennial Cost: This is the top step multiplied by the number of months on the position

Detail Cross Reference (DCR): This is the detail cross reference associated with the number of months listed earlier-- this is also reflective of a single position segment in PICS

Funding: Show position fund split by percentage (can be carried out two decimal places) in the correct fund type column. Must also reflect the dollars associated with the funding percentage

*The following position actions should be submitted to HRSD:

*Changes effecting Repr Codes **only** should not be submitted on a PFP but via an e-mail. The information should include the Pos No., Fr: Repr Code X;
To: Repr Code Z.

*Changes involving equal reclasses should not be submitted on a PFP but via an e-mail. The information should include the Pos No., Fr: Classification X;
To: Classification Z.

*Requests to move a position in/ out of Executive Service must be reviewed by HRSD before submitting the request to SABRS. Submit via e-mail.

*Requests to move a vacant or filled position from union-represented Repr Codes to some other status must be reviewed by HRSD. Submit via e-mail.

***Please include a Cover Letter, Classification Review, Position Description, and Org Chart. Send these directly to HRSD- Sierra Hernandez @ HERNANDEZ Sierra S * DAS HRSD
Phone: 503-373-1847**

Permanent Finance Plan (PFP) Instructions

- What position action goes into the Request Section?
 - Upward Reclasses
 - Increase in Months
 - Establishments
 - Any position activity that results in a **COST** to the agency

Permanent Finance Plan (PFP)

Instructions (continued)

- What position action goes into the Financing Section?
 - Downward Reclasses
 - Reduction in Months
 - Abolishments
 - All Fund Shift Movements
 - Any position activity that results in a **SAVINGS** for the agency

Permanent Finance Plan (PFP)

Definitions

- ❑ Representation Code ~ Identifies union representation code, e.g., OA
- ❑ Classification Code ~ Identifies position classification, e.g., C0104
- ❑ Pay/Range Options ~ Identifies pay/range, e.g., AA vs. IA
- ❑ Position Type:
 - PF = Permanent Full-Time
 - PP = Permanent Part-Time
 - SF = Seasonal Full-Time
 - SP = Seasonal Part-Time
- ❑ Top Step ~ This must be the current top step of the classification
- ❑ # of Months ~ Biennial number of months on the position

Permanent Finance Plan (PFP)

Definitions (continued)

- Biennial Cost ~ This is the top step multiplied by the number of months on the position
- Detail Cross Reference (DCR) ~ This is the 12-digit number associated with the organization structure at the lower level
- Funding ~ Shows fund splits by percentage (can be carried out two decimal places) in the correct fund type column. Must also reflect the dollars associated with the funding percentage

New HRSD Submittal Requirements

- ❑ Submit VIA E-MAIL the following changes and requests
 - Representation Code Changes
 - Equal Reclass Changes
 - Requests to move a position in or out of Executive Service
 - Requests to move a vacant or filled position from union-represented Representation Codes to any other status
- ❑ Submit VIA E-MAIL PFPs and Limited Duration (LD) Plans
- ❑ Please include the following documentation with ALL e-mail changes and requests as a scanned or attached copy:
 - Cover Letter
 - PFP or LD plan (if applicable)
 - Agency Classification Review
 - Position Description
 - Organization Chart & Information System Job Profile Document if ISS position
- ❑ Refer to the instructions provided on the back of the PFP Template for further details
- ❑ Send directly to HRSD and SABRS
 - sierra.s.hernandez@state.or.us (503) 373-1847
 - deanne.m.wachtler@state.or.us (503) 378-8202