



State of Oregon Permanent Finance Plan Training

DAS Budget & Management

Statewide Audit and Budget
Reporting Section (SABRS)

April 6, 2010



Purpose of Presentation

- ORS 291.371 Establishes Statutory Authority Given to Department of Administrative Services, (DAS) Related to Position Activity
- Overview of the Permanent Finance Plan (PFP) Template
- Template Instructions
- Definitions
- Partnering with HRSD

ORS 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 ORS 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	Type	Salary Range	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%	-
											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

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 to/ 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

Partnering With HRSD

- Submit to HRSD-Sierra Hernandez, via email 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 to HRSD-Sierra Hernandez, via email PFPs & 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

Partnering With HRSD (continued)

- Refer to the instructions provided on the back of the PFP Template for further details
- Send directly to HRSD first and then after approvals, to SABRS
 - sierra.s.hernandez@state.or.us (503) 373-1847
 - deanne.m.wachtler@state.or.us (503) 378-8202
- PFP and LD Plan Templates found at:
<http://www.oregon.gov/DAS/BAM/forms.shtml>