



# Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

## Board Clerk Use Only

Meeting Date: \_\_\_\_\_

Agenda Item #: \_\_\_\_\_

Est. Start Time: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

**Agenda Title: BUDGET MODIFICATION # DCJ-16-16: Reclasses 4.00 FTE Operations Process Specialist to Business Process Spec. in the Director's Office**

Requested Meeting Date: \_\_\_\_\_ Time Needed: N/A

Department: 50 - Community Justice Division: Director's Office

Contact(s): Joyce Resare, Finance Manager

Phone: 503.988.3961 Ext. 83961 I/O Address 503 / 250

Presenter Name(s) & Title(s): Consent Calendar

## General Information

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

The Department of Community Justice (DCJ) requests approval of a budget modification to reclassify 4.00 FTE Operations Process Specialist (6500), which has been reviewed by the Class/Comp Unit of Central Human Resources.

Reclassification of 4.00 FTE Operations Process Specialist (6500) to Business Process Specialist (6501) was approved for recommendation to the Board of County Commissioners by the Class/Comp Unit of Central Human Resources with an effective date retro-active to August 12, 2015 for the three positions that are currently filled. The fourth position is currently vacant and is reclassified effective February 24, 2016.

### 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.

These positions are within the DCJ Business Applications and Technology (BAT) Team and are an employee initiated reclassification request from an Operations Process Specialist to a Business Process Consultant as a result of a gradual change in duties over the last 6+ months. The primary purpose of these positions is to support the department by providing a wide range of knowledge in departmental business processes, operations, services, and functions, and to provide analysis and recommendations regarding the department's information systems needs. These positions have been contributing broad oversight of large, complex/critical projects and have significant, advanced

decision-making authority in facilitating system-wide changes in business applications and technology. These positions also create data queries and produce reports that are used to review and evaluate significant operations process changes, new application functionality and system upgrades to assess the impact on the department and makes recommendations to users, external partners and to executive management.

An analysis of the Operations Process Specialist, Data Analyst Senior, and Business Process Consultant classifications was performed before making an allocation decision. The duties, responsibilities and qualifications support that these positions be allocated to Business Process Consultant (6501).

In the FY 2016 Adopted Budget these positions are part of program offer 50002-16, DCJ Business Applications & Technology.

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

There is no fiscal impact in current FY 2016 for these reclassifications because the pay scales of these two job classifications overlap.

In subsequent fiscal years, the reclassified positions will be subject to approved cost of living adjustments (COLA) and step increases. The current top step of the new classification is 23% higher than the current classification's top step, however it is anticipated that in subsequent fiscal years the financial impact of the new classification will be funded within the department's budget.

**4. Explain any legal and/or policy issues involved.**

This classification decision is subject to all applicable requirements stated in MC Personnel Rule 5-50 including the provision that Central HR may re-evaluate the classification decision up to one year from the date of issue to ensure duties and work are being carried out as originally described.

It is the policy of Multnomah County to make all employment decisions without regard to race, religion, color, national origin, sex, age, marital status, disability, political affiliations, sexual orientation, or any other nonmerit factor.

**5. Explain any citizen or other government participation.**

N/A

---

**Budget Modification**

---

**6. What revenue is being changed and why? If the revenue is from a federal source, please list the Catalog of Federal Assistance Number (CFDA).**

N/A

**7. What budgets are increased/decreased?**

Service reimbursement from the general fund to the risk management fund is increased by \$220 (insurance benefits).

**8. What do the changes accomplish?**

Approval of four reclassification decisions from the Class/Comp Unit of Central Human Resources.

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

Yes, the current three incumbents will be reclassified with these positions retro-active to August 12, 2015. The fourth position is currently vacant.

**10. If a grant, is 100% of the central and department indirect recovered? If not, please explain why.**

N/A

**11. 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

**12. 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 (e.g. cash match, in kind match, reporting requirements, etc)?**

N/A

---

**Required Signature**

---

**Elected Official or  
Dept. Director:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Budget Analyst:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Department HR:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Countywide HR:** \_\_\_\_\_

**Date:** \_\_\_\_\_