



**MULTNOMAH COUNTY  
AGENDA PLACEMENT REQUEST  
BUDGET MODIFICATION**

(revised 08/02/10)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # C-1 DATE 5/31/12  
LYNDA GROW, BOARD CLERK

**Board Clerk Use Only**

Meeting Date:	<u>5/31/12</u>
Agenda Item #:	<u>C.1</u>
Est. Start Time:	<u>9:30 AM</u>
Date Submitted:	<u>5/21/12</u>

**BUDGET MODIFICATION: DCJ - 06**

<b>Agenda Title:</b>	<b>BUDGET MODIFICATION # DCJ-06 Reclassifies a 1.00 FTE Division Director 2 to a Deputy Director in the Employee Community &amp; Clinical Services Division, as Determined by the Class/Comp Unit of Central Human Resources.</b>
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*Note: For all other submissions (i.e. Notices of Intent, Ordinances, Resolutions, Orders or Proclamations) please use the APR short form.*

<b>Requested Meeting Date:</b>	<u>May 31, 2012</u>	<b>Amount of Time Needed:</b>	<u>N/A</u>
<b>Department:</b>	<u>Dept. of Community Justice</u>	<b>Division:</b>	<u>ECCS</u>
<b>Contact(s):</b>	<u>Joyce Resare</u>		
<b>Phone:</b>	<u>503-988-3961</u>	<b>Ext.:</b>	<u>83961</u>
		<b>I/O Address:</b>	<u>503 / 250</u>
<b>Presenter Name(s) &amp; Title(s):</b>	<u>Consent Calendar</u>		

**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 a 1.00 FTE Division Director 2 position which has been reviewed 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.**

Reclassification of a 1.00 FTE Division Director 2 [9602] position to a Deputy Director [9619] was approved for recommendation to the Board of County Commissioners by the Class/Comp Unit of Central Human Resources on May 18, 2012 with an effective date of June 1, 2012.

This position is responsible for directing DCJ's key infrastructure services, and department-wide initiatives and strategies. Programs, services and functions include: the Departments Cultural Competency function, Employee Professional Development program, Human Resources, Quality

Assurance and Research, Safety, Victim Services, and Volunteer Management. These functions, budget and staff are in keeping with Division Director 2. However, in addition to these assignments, the current incumbent has acted as DCJ's Director in the Department Directors absence for the last five years. This reclassification request will officially recognize the incumbent and their authority to execute all Department programs, policies, procedures, and oversee all department personnel issues on the Department Directors behalf.

The Deputy Director classification was reinstated in February 2012. It has executive-level department management responsibilities ranging from client services oversight, project management, business development, and framing/implementing policy approaches to overseeing departmental human capital at the direction of the Department Director. This classification reports to and acts on behalf of the Department Director with the authority and scope granted by this chief executive. The duties and level of management responsibility contained by the current incumbent in this position is consistent with the Deputy Director classification.

This position is part of FY 2012 Program Offer 50003 – DCJ Employee, Community & Clinical Services.

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

There is no fiscal impact for current year FY 2012 as the pay scale for these two classifications overlap.

This position is ongoing and included in the FY 2013 Approved 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 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.

Compensation will be determined in accordance with applicable bargaining agreement or MC Personnel Rule 2-40. Any compensation will be processed in accordance with MC Personnel Rule 5-50 and 2-40.

**5. Explain any citizen and/or other government participation that has or will take place.**

N/A

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## ATTACHMENT A

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### Budget Modification

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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).**

N/A. This position is funded 100% by County General Fund.

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

N/A

- **What do the changes accomplish?**  
Approval of a reclassification decision from the Class/Comp Unit of Central Human Resources.
- **Do any personnel actions result from this budget modification? Explain.**  
Yes, the incumbent in this position will be reclassified to a Deputy Director [9619] effective June 1, 2012.
- **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.*

## ATTACHMENT B

**BUDGET MODIFICATION: DCJ - 06**

### Required Signatures

Elected Official or Department/ Agency Director:	Joyce Resare for Scott Taylor	Date: 5/21/12
Budget Analyst:	Shannon Busby	Date: 5.21.12
Department HR:	James Opoka	Date: 5/21/12
Countywide HR:	Travis Graves	Date: 5.21.12

Budget Modification ID: **DCJ-06**

### EXPENDITURES & REVENUES

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with SAP.

Budget/Fiscal Year: 2012

Line No.	Fund Center	Fund Code	Program #	Func. Area	Accounting Unit		Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
					Internal Order	Cost Center						
1									0			
2									0			
3									0			
4									0			
5									0			
6									0			
7									0			
8									0			
9									0			
10									0			
11									0			
12									0			
13									0			
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22									0			
23									0			
24									0			
25									0			
26									0			
27									0			
28									0			
29									0			
										0	0	Total - Page 1
										0	0	GRAND TOTAL

No Fiscal impact  
 Reclass 1.00 FTE Division Director 2 [9602] to a Deputy Director [9619] in DCJ ECCS, cc 500200, effective June 1, 2012



FM Side			PS/CO Side			Cost Element/ Commitment Item	Notes
FM Fund Center	FM Fund Code	Functional Area	Internal Order	Cost Center	WBS Element		
<b>General Fund Contingency</b>				950001000		60470	Reduce available General Fund Contingency
	19	1000					Increase Expenditure
	xx-xx	xxxxx		xxx	xxx	xxxxx	
<b>Indirect</b>							
<b>Central</b>							
	xx-xx	xxxxx			xxx	60350	Indirect Expenditure
	19	1000		950001000		50310	Indirect reimbursement revenue in General Fund
	19	1000		950001000		60470	CGF Contingency expenditure
<b>Departmental</b>							
	xxx	xxxxx		xxx	xxx	60355	Indirect Department Expenditure
	xx-xx	1000		xxx	xxx	50370	Indirect Dept reimbursement revenue in General Fund
	xx-xx	1000		xxx	xxx	xxx	Off setting Dept expenditure in General Fund
<b>Telecommunications</b>							
	xx-xx	xxxxx			xxx	60370	Departmental telecommunication expenditure
	78-70	3503	0020	709525		50310	Budgets receipt of reimbursement
	78-70	3503	0020	709525		60200	Budgets offsetting expenditure in telecommunications fund
<b>Data Processing</b>							
	xx-xx	xxxxx			xxx	60380	Departmental data processing expenditures
	78-70	3503	0020	709000		50310	Budgets receipt of Data Processing reimbursement
	78-70	3503	0020	709000		60240	Budgets offsetting expenditures
<b>PC Flat Fee (Flat Fee is no longer in effect for most Departments beginning in FY 2007)</b>							
	xx-xx	xxxxx			xxx	60390	Departmental PC Flat Fee expenditure
	78-70	3503	0020	709617		50310	Budgets receipt of PC Flat Fee
	78-70	3503	0020	709617		60240	Budgets offsetting expenditure
<b>Electronic Service Reimbursement</b>							
	xx-xx	xxxxx				60420	Departmental Electronics expenditure
	78-60	3501	0020	904200		50310	Receipt of Electronics service reimbursement
	78-60	3501	0020	904200		60240	Budgets offsetting expenditure
<b>Motor Pool: Use this cost center if you are adding funds for motor pool use.</b>							
	xx-xx	xxxxx			xxx	60410	Departmental Motor Pool expenditure
	78-30	3501	0020	904150		50310	Budgets receipt of Motor Pool service reimbursement
	78-30	3501	0020	904150		60240	Budgets offsetting expenditure
<b>Fleet: Use this cost center if you are adding funds for dedicated program cars.</b>							
	xx-xx	xxxxx			xxx	60410	Departmental Fleet expenditure
	78-60	3501	0020	904100		50310	Budgets receipt of Fleet service reimbursement
	78-60	3501	0020	904100		60240	Budgets offsetting expenditure
<b>Building Management</b>							
	xx-xx	xxxxx			xxx	60430	Departmental Building Management expenditure
	78-50	3505	0020	902575		50310	Budgets receipt of Building Management service reimbursement
	78-50	3505	0020	902575		60170	Budgets offsetting expenditure
<b>Insurance Service Reimbursement</b>							
	xx-xx	xxxxx				60140 or 60145	Departmental Insurance expenditure
	72-10	3500	0020	705210		50316	Insurance Revenue
	72-10	3500	0020	705210		60330	Offsetting expenditure
<b>Lease Payments to Capital Lease Retirement Fund</b>							
	xx-xx	xxxxx				60450	Departmental Capital Lease Retirement expenditure Contact your Budget Analyst to complete this.
<b>Mail &amp; Distribution</b>							
	xx-xx	xxxxx			xxx	60460	Mail & Distribution expenditure
	78-20	3504	0020	904400		50310	Budgets receipt of service reimbursement
	78-20	3504	0020	904400		60230	Budgets offsetting expenditure
<b>Records</b>							
	xx-xx	xxxxx			xxx	60460	Records expenditure
	78-20	3504	0020	904500		50310	Budgets receipt of service reimbursement
	78-20	3504	0020	904500		60240	Budgets offsetting expenditure
<b>Stores</b>							
	xx-xx	xxxxx			xxx	60460	Stores expenditure
	78-20	3504	0020	904600		50310	Budgets receipt of service reimbursement
	78-20	3504	0020	904600		60240	Budgets offsetting expenditure

**How are functional areas assigned to cost objects?**

For the most part, functional area is related to what department has recorded the revenue or expenditure (i.e. the District Attorney is reported in Public Safety and Justice). There are some exceptions to this rule that require certain funds to be assigned to a particular functional area, regardless of what department the revenues or expenditures are recorded in.

Functional Area Assignments ~ Based on Fund		
1501 – Road Fund	Roads and Bridges	0080
1502 – Emergency Communications Fund	Community Services	0060
1503 – Bike Path Fund	Community Services	0060
1504 – Recreation Fund	Community Services	0060
1506 – County School Fund	Community Services	0060
1509 – Willamette River Bridges Fund	Roads and Bridges	0080
1510 – Library Fund	Library	0070
1512 – Land Corner Preservation Fund	Roads and Bridges	0080
2504 – Building Project Fund	Community Services	0060
2507 – Capital Improvement Fund	Community Services	0060
2509 – Asset Preservation Fund	Community Services	0060
2511 – Sellwood Bridge Fund	Roads and Bridges	0080
3000 – Dunthorpe-Riverdale Service Dist #14 Fund	Dunthorpe-Riverdale Service Dist #14	0500
3001 – Mid County Service District #1 Fund	Mid County Service District #1	0510
3002 – Behavioral Health Managed Care Fund	Behavioral Health Managed Care	0520

If a cost object is not in one of the funds listed above, then the functional area should be assigned based on the department that the cost object is in.

Functional Area Assignments ~ Based on Department (Fund Center)		
Non-Departmental (10, except 10-50)	General Government	0020
Non-Departmental – CCFC (10-50)	Social Services	0040
District Attorney (15)	Public Safety and Justice	0050
Countywide (18 & 19)	General Government	0020
Human Services (20, 21, 22, 25, 26, 30 & 31)	Social Services	0040
Health (40)	Health Services	0030
Community Justice (50)	Public Safety and Justice	0050
Sheriff's Office (60)	Public Safety and Justice	0050
County Management (72)	General Government	0020
County Assets (78)	General Government	0020
Library (80)	Library	0070
Community Services (91)	General Government	0020

*If you have any questions or comments, please contact Susan Luce in General Ledger at ext. 22138.*