



**Multnomah County**  
**Agenda Placement Request**  
**Budget Modification**  
(FY 2018)

**Board Clerk Use Only**

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

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

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

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

**Agenda Title:** BUDGET MODIFICATION # DCJ-15-18: Reclassifies a Vacant 1.00 FTE Records Technician to Office Assistant 2 in the Adult Services Div.

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

**Department:** 50 - Community Justice **Division:** Adult Services Division

**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 a vacant 1.00 FTE Records Technician (6157), which has been reviewed by the Class/Comp Unit of Central Human Resources. Reclassification of a 1.00 FTE Records Technician (6157) to Office Assistant 2 (6001) was approved for recommendation to the Board of County Commissioners by the Class/Comp Unit of Central Human Resources on January 11, 2018, with an effective date of January 16, 2018.

**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.**

This vacant position in DCJ's Pretrial Services Program (PSP) is requested for reclassification from Records Technician to Office Assistant 2 due to the position no longer performing data entry functions and needing the position to focus on reception, filing, copying, archiving, and other general office duties. Responsibilities include answering phone calls and assisting the public by providing information and referring calls to appropriate personnel; processing and distributing incoming mail; performing general office duties such as filing, copying, reception, and processing records; communicating with team members regarding scheduling issues and work impacts; sorting and distributing warrants, court affidavits, and other correspondence from the court; notarizing documents; entering documents and data into systems; following retention schedules for archiving; completing time entry; accessing data from systems such as DOC, JJIS, and LEDS;

attending meetings and taking minutes; scheduling conference rooms.

An analysis of the Records Technician, Office Assistant2, and Office Assistant Senior classifications was performed before making an allocation decision. The duties, responsibilities, and qualifications support that this position is allocated to Office Assistant 2 (6001).

In the FY 2018 budget this position is part of program offer 50018-18, Adult Recog/Pretrial Supervision Program.

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

There is no fiscal impact in current FY 2018 for this reclassification because the pay scales of these two job classifications overlap.

In subsequent fiscal years, the reclassified position will be subject to approved cost of living adjustments (COLA) and step increases. The current top step of the new classification is 16% less than the current classification's top step.

**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

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**Budget Modification**

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**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?**

N/A

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

Approval of a reclassification decision from the Class/Comp Unit of Central Human Resources.

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

No, the 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

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**Required Signature**

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

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

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

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

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

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

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

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