



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 # NOND-04-19: Reclassifies 1.00 FTE Program Coordinator to a 1.00 FTE Human Resources Analyst 2 (NR)**

Requested Meeting Date: 9/20/18 **Time Needed:** N/A - Consent Agenda

Department: 1000 - Nondepartmental - All Other **Division:** Office of Diversity and Equity

Contact(s): Ben Duncan

Phone: 503-988-9090 **Ext.** 89090 **I/O Address** 503/6

Presenter Name(s) & Title(s): N/A - Consent Agenda

General Information

1. What action are you requesting from the Board?

The Office of Diversity and Equity requests approval to reclassify a 1.00 Program Coordinator to a 1.00 Human Resources Analyst 2 Non Represented as determined by Central Human Resources Classification Compensation unit.

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 new position in the Office of Diversity and Equity is requested for classification as a Human Resources Analyst 2 (NR) to serve as a Workforce Equity Specialist. The position will be responsible for the planning, administration, and operations of any workforce development and pipeline initiatives including coordination of intern programs such as College to County Mentorship Program and additional workforce development and pipeline models that advance equity. Additionally, the position will provide program development, job development, outreach, recruitment, placement, training, mentorship, networking, recognition and evaluation, as well as contributing to Workforce Equity Strategic Planning.

The position will be responsible for developing, implementing, and monitoring the workforce equity development program; securing organizational and departmental commitment and participation on the impact, outcome, and benefit of county intern programs that focus on underrepresented communities; tracking and maintaining documentation for expenses related to program activities

supporting recruitment, networking, and recognition; developing recruitment and selection plans with intern supervisors; creating, updating, and modifying job descriptions and announcements; developing and implementing program marketing and outreach strategies in coordination with the Communications Office; attending job/intern fairs; coordinating intern recruitment processes by working with academic institutions, community partners, and other stakeholders; recruiting interns and supporting the selection process by working with HR and program leads; developing and implementing annual orientation and training programs for supervisors, interns, and mentors in coordination with Talent Development; identifying best practices for implementing the Workforce Equity Strategic Plan goals; providing consultation and technical assistance to interns, intern supervisors, and educational institutions; ensuring consistency in the interpretation and application of policies, procedures, collective bargaining agreements, state and federal guidelines, Personnel Rules, and department policies, procedures, and guidelines; preparing reports on timekeeping, intern hours, service history, etc.; assisting department HR and other management in compiling, analyzing, and preparing documents, reports, information for Labor Management Committees, contract negotiations, grievances, and budget proposals; developing and implementing a support program for interns who graduate, and providing support to become new county employees; building and garnering support with universities, colleges, and community-based organizations; establishing program recruitment partnerships through visitations and agreements; coordinating program evaluation and analysis to ensure program goals and objectives are met; developing a mechanism for alumni tracking, recruitment, and new employee support; and providing content and managing the program website.

This action impacts 10017C - College to County Mentor

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

There is no financial impact because the pay ranges for each position overlap and have the same minimum salary requirement.

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

Not applicable

5. Explain any citizen or other government participation.

Not applicable

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).

Not applicable

7. What budgets are increased/decreased?

Temporary is decreased by \$601

8. What do the changes accomplish?

Approval of a classification decision from the Central Human Resources Classification Compensation unit that best reflects the duties of the position.

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

Yes, reclassification of a 1.00 FTE Program Coordinator to a 1.00 Human Resources Analyst 2 Not Represented.

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

Not applicable

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?

No

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)?

There is no change in personnel costs for the office because the pay ranges overlap.

Required Signature

**Elected Official or
Dept. Director:** _____

Date: _____

Budget Analyst: _____

Date: _____

Department HR: _____

Date: _____

Countywide HR: _____

Date: _____