



# 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-04-17: Reclasses 1.00 FTE Probation/Parole Officer to Digital Forensics Examiner 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 Probation/Parole Officer (6276), which has been reviewed by the Class/Comp Unit of Central Human Resources.

Reclassification of a vacant 1.00 FTE Probation/Parole Officer (6276) to a Digital Forensics Examiner (6278) was approved for recommendation to the Board of County Commissioners by the Class/Comp Unit of Central Human Resources on June 29, 2016, with an effective date of July 1, 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.

This is a new position in FY 2017 assigned to DCJ's Forensics Lab. The Forensics Lab serves a vital role in the community justice system through the collection, analyzing and preserving digital evidence. The lab provides digital forensic science services to Multnomah County and other corrections agencies to examine digital storage devices in a manner that preserves evidence, detailed reports on finding and provides supervising officers with critical information that permits intervention before offending behavior escalates to the point new criminal charges are required. This new position was requested for FY 2017 to provide technical expertise in the field of digital

forensics examination as a means to protect public safety and holding offenders accountable.

The essential functions will include: conducting examinations of submitted evidence according to the Standard Operating Procedures; duplicating the evidence for further investigations or tests; providing technical guidance and assistance to others involved in field investigations to ensure precautions are taken to prevent data damage; serving as subject matter expert on technical matters relating to digital evidence and testifying in court or at hearings as an expert witness in the area of computer forensics.

An analysis of the Probation/Parole Officer and the Digital Forensics Examiner classifications was performed before making an allocation decision. Digital Forensics Examiner is distinguished from Probation/Parole Officer in that the latter is a sworn classification that provides supervision, surveillance, and counseling of adult offenders on formal probation or parole. Digital Forensics Examiner primarily works in the Computer Forensics Laboratory providing Probation/Parole officers and other corrections personnel with information critical in making appropriate offender supervision decisions.

The duties, responsibilities and qualifications support this position is allocated to Digital Forensics Examiner (6278).

In the FY 2017 Adopted Budget this position is located in program offer 50019B-17, Adult Forensics - OTO.

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

There is no fiscal impact in current FY 2017 for this reclassification 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 6% 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?**

Service reimbursement from the general fund to the risk management fund is increased by \$79 (insurance benefits).

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

Approval of a classification 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: \_\_\_\_\_