



# 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-04-15: Reclasses a 1.00 FTE Office Assistant Senior to a Records Technician in the Adult Services Division**

**Requested Meeting Date:** 9/4/14 **Time Needed:** N/A

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

**Contact(s):** Joyce Resare

**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 1.00 FTE Office Assistant Senior, 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 Office Assistant Senior (6002) to a Records Technician (6157) was approved for recommendation to the Board of County Commissioners by the Class/Comp Unit of Central Human Resources on August 12, 2014, with a retro-active date to February 6, 2014.

Since August 2010, the duties and responsibilities of this position have gradually changed and as such the position is requested for reclassification from an Office Assistant Senior to a Records Technician. The primary purpose of the position is to facilitate supervision of community correction clients with thorough and accurate offender data entry for START, Local Control, and STOP Units, as well as to support the Justice Reinvestment Program and the Pre-Sentence Investigation Unit, and facilitate the submission of timely reports to the courts, district attorney, and defense attorney. This position is responsible for compiling offender files; researching, documenting, and monitoring data used for facilitating supervision of community corrections clients in order to implement evidence based practices, case assignments, and budget determination; verifying, entering, and

modifying data in AS400, ECOURT, ESWIS, and LEDS; adding, revising, and amending record entries based on determination of temporary, amended, and permanent judicial orders; closing treatment modules and researching and entering financial balances; researching, evaluating, analyzing, and interpreting typed or handwritten judicial orders; processing reports for probation officers; coordinating and disseminating information to appropriate parties; collaborating with team members and providing input on technical procedures; and assisting others as a training resource in technical matters. Additionally, this position will perform some administrative duties such as entering time/payroll; generating timesheets; ordering supplies; resolving errors in orders received and invoices; scheduling offender interviews; maintaining PO calendars; answering phones; and assisting the general public.

An analysis of the Office Assistant Senior, Records Technician, and the Corrections Technician classifications was performed before making an allocation decision. The duties, responsibilities and qualifications support this position is allocated to Records Technician (6157).

In the FY 2015 Adopted Budget this position is part of program offer 50023A - Adult Field Generic Supervision (Level 1 & 2).

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

There is no fiscal impact for FY 2015 as the pay scale for these two 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 6% 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

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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 classification decision from the Class/Comp Unit of Central Human Resources.

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

Yes, the current incumbent will be reclassified with this position retro-active to February 6, 2014.

**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:	_____