



# MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(Revised: 5/24/13)

### Board Clerk Use Only

**Meeting Date:** 8/29/13  
**Agenda Item #:** C.1  
**Est. Start Time:** 9:30 am  
**Date Submitted:** 8/13/13

**Agenda Title:** **BUDGET MODIFICATION # DCJ-06 Reclasses a Vacant 1.00 FTE Records Technician to an Office Assistant 2 in the Adult Services Division.**

*Note: if Contingency, use that form. If item other than a BudMod, please use different APR. : Title should not be more than 2 lines but sufficient to describe the action requested.*

<b>Requested Meeting Date:</b> <u>August 29, 2013</u>	<b>Time Needed:</b> <u>N/A</u>
<b>Department:</b> <u>Dept. of Community Justice</u>	<b>Division:</b> <u>Adult Services Division</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 vacant Records Technician 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 Records Technician (6157) position to an Office Assistant 2 (6001) was approved for recommendation to the Board of County Commissioners by the Class/Comp Unit of Central Human Resources on August 12, 2013 with an effective date of September 1, 2013.

Management has determined that in order for the existing Records Technician positions to concentrate on their work, this position needs to be responsible for covering the reception duties. Having a dedicated receptionist position, will allow for efficiency and consistency in the unit.

The primary functions of this position will be providing initial contact with the general public

in person and over the phone; assisting clients with forms and necessary paperwork, fielding questions, and referring requests to assigned Probation/Parole Officers; maintaining and updating information and reference guides, and serving as unit information source. This position will also answer phones, refer calls to appropriate unit or personnel, take messages, and check in clients.

Qualifications include the equivalent to the completion of the twelfth grade and two (2) years of general clerical experience, including working with clients and/or the public.

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

In the FY 2014 Revised Budget this position is part of Program Offer 50039 – Adult Programs Unit.

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

There is no fiscal impact for FY 2014 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 19% lower than the current classification's top step, for a difference of \$8,978.

**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 and/or other government participation that has or will take place.**

N/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
- **What budgets are increased/decreased?**  
N/A
- **What do the changes accomplish?**  
Approval of a classification decision from the Class/Comp Unit of Central Human Resources
- **Do any personnel actions result from this budget modification? Explain.**  
No, this position is currently vacant
- **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: Attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.*

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### **Required Signatures**

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**Elected Official or Dept Director:** Joyce Resare for Scott Taylor /s/ **Date:** 8/12/2013

**Budget Analyst:** Allen Vogt /s/ **Date:** 8/12/2013

**Department HR:** James Opoka /s/ **Date:** 8/12/2013

**Countywide HR:** Olga Ward /s/ **Date:** 8/12/2013

*Note: Please submit electronically. Insert names of your approvers followed by /s/ - we no longer use actual signatures. Please date each signature. Use "n/a" when signature not applicable."*