



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-12-17: Reclassifies 1.00 FTE Records Technician to Clerical Unit Coordinator in the Adult Services Division

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 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 a Clerical Unit Coordinator (6003) was approved for recommendation to the Board of County Commissioners by the Class/Comp Unit of Central Human Resources on December 5, 2016, with an effective date of May 18, 2016 (six months retro-active).

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 employee-initiated request in DCJ Pretrial Services Unit, is for reclassification from a Records Technician (Lead) to a Clerical Unit Coordinator as a result of a gradual assumption of higher level duties and responsibilities in the past year.

The gradual change occurred due to the previous Clerical Unit Coordinator's position becoming vacant and not been filled while the duties and responsibilities of that role remained. In addition to performing Records Technician duties, this employee has taken on coordinating office coverage duties, scheduling support staff functions; providing training and coaching to new staff; serving as

primary liaison between work teams (IT, telecom, facilities, contractors); reviewing and overseeing work assignments within Pretrial Services Program; ensuring accurate processing and recording of payroll; printing, distributing, and collecting time sheets; administering LEDS tests for new staff; requesting test materials; creating new LEDS profiles; maintaining LEDS monthly validations; and conducting audits of records entered into files.

An analysis of the Office Assistant Senior, Records Technician, and Clerical Unit Coordinator was performed before making an allocation decision. The duties, responsibilities and qualifications as described support this position to be allocated to Clerical Unit Coordinator (6003).

In the FY 2017 adopted budget this position is part of program offer 50018-17; Adult Recog/Pretrial Supervision Program.

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 position will be subject to approved cost of living adjustments (COLA) and step increases. The current top step of the new classification is 9% 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

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).

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?

Yes, the current incumbent is reclassified with this position retro-active to May 18, 2016.

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

Required Signature

Elected Official or Dept. Director:	_____	Date:	_____
Budget Analyst:	_____	Date:	_____
Department HR:	_____	Date:	_____
Countywide HR:	_____	Date:	_____