



# MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(revised 08/02/10)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # C.1 DATE 5/26/11  
LYNDA GROW, BOARD CLERK

## Board Clerk Use Only

Meeting Date: 5/26/11  
Agenda Item #: C.1  
Est. Start Time: 9:30 am  
Date Submitted: 5/9/11

## BUDGET MODIFICATION: DCJ - 16

**BUDGET MODIFICATION # DCJ-16 Reclasses a .80 FTE Office Assistant 2 to**  
**Agenda a .80 FTE Office Assistant Senior in the Juvenile Services Division, as**  
**Title: Determined by the Class/Comp Unit of Central Human Resources.**

*Note: For all other submissions (i.e. Notices of Intent, Ordinances, Resolutions, Orders or Proclamations) please use the APR short form.*

Requested Meeting Date: May 26, 2011 Amount of Time Needed: N/A  
Department: Dept. of Community Justice Division: Juvenile 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 .80 FTE Office Assistant 2 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 .80 FTE Office Assistant 2 [6001] position to a Office Assistant Senior [6002] was approved for recommendation to the Board of County Commissioners by the Class/Comp Unit of Central Human Resources on May 02, 2011 to be retro-active to October 01, 2010.

The Parent Education Program provides parent education classes for approximately 2,500 adults with minor children seeking divorce or custody per year. This position performs a wide variety of responsible and difficult administrative work in support of the function, unit or program to which

assigned. The incumbent has become responsible for administrative oversight of the program and for liaison with the instructors. In this capacity she assists in the recruitment of instructors and ensures they have signed contracts, maintains/coordinates the parent education class and instructor schedules and oversees class registration, contract expenditures, program materials and supplies. Maintains parent education files, records and certificates of completion, compiles, analyzes and maintains program statistical and financial reports, communicates and responds to inquiries from other DCJ employees, family law attorneys, judges and court staff.. The incumbent oversees the Office Assistant 2's work relating parent education course registration, makes decisions regarding client requests for exceptions to policy and determines whether safety concerns require rescheduling of a parent to different session of the class. Based on the information provided, this position best meets the criteria for the Office Assistant Senior (6002) classification.

This position is part of FY 2011 Program Offer 50009 – DCJ Juvenile Family Court Services.

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

There is no fiscal impact for current year FY 2011 because the pay scale ranges for these two positions overlap. This position is ongoing and is included in the FY 2012 budget submittal.

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

Local 88 represented employees have a contractual right to appeal and arbitrate the outcome of a reclassification request, which would include Board action to disapprove the request. 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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## ATTACHMENT 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 reclassification decision from the Class/Comp Unit of Central Human Resources.

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

Yes, the current employee in this position will be reclassified to a Office Assistant Senior [6002] retro-active to October 01, 2010.

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

This is not a grant. Revenue is generated from fees collected by Family Court Services in which

indirect is charged.

- 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?

This revenue is on going.

- 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

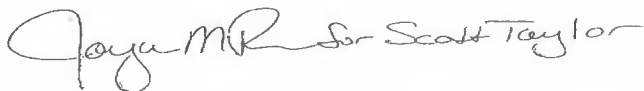
*NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.*

## ATTACHMENT B

### BUDGET MODIFICATION: DCJ - 16

#### Required Signatures

Elected Official  
or Department/  
Agency  
Director:



Date: 5/9/11

Joyce Resare for Scott Taylor

Budget Analyst:



Date:

Shannon Busby

Department HR:



Date:

James Opoka

Countywide HR:



Date:

Candace Busby