



**Multnomah County**  
**Agenda Placement Request**  
**Budget Modification**  
(FY 2018)

**Board Clerk Use Only**

**Meeting Date:** \_\_\_\_\_

**Agenda Item #:** \_\_\_\_\_

**Est. Start Time:** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_

**Agenda Title: BUDGET MODIFICATION # NOND-02-19: Reclassifies a 1.00 FTE Assistant County Attorney to a Senior in the County Attorney's Office**

**Requested Meeting Date:** 8/2/18 **Time Needed:** Consent Agenda

**Department:** 1070 - County Attorney **Division:** County Attorney's Office

**Contact(s):** Jenny Madkour

**Phone:** 988-3138 **Ext.** \_\_\_\_\_ **I/O Address** 503/5/500

**Presenter Name(s) & Title(s):** Consent Agenda

**General Information**

**1. What action are you requesting from the Board?**

The County Attorney's office request approval to reclassify a 1.00 Assistant County Attorney 2 to a County Attorney Sr. as determined by Central Human Resources Classification Compensation unit.

**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 filled position in the County Attorney's Office is requested for reclassification from Assistant County Attorney 2 to Assistant County Attorney Senior due to the position taking on additional duties and responsibilities, acting as the lead attorney for Transportation and subject matter expert on right of way acquisition, condemnation, county road jurisdiction, County bridge authority, and advising Transportation on public records, public contracting, contract negotiations, and Transportation liability.

The purpose of this position is to provide legal services and counsel on a wide range of complex and sensitive issues confronting elected officials, departments, and employees. Responsibilities include providing advanced level consultation and advice for county employees on legal matters; assessing legal problems and issues; performing research and analysis on issues; advising clients of appropriate courses of action; supporting Transportation, Facilities, and Department of Assessment, Recording, and Taxation as clients; reviewing, drafting, and negotiating contracts, real estate transactions, and various agreements for multiple departments; participating as a

member of the Property Group and assisting in matter preparation, legal research, client counseling, and document preparation; interviewing witnesses and investigating cases; preparing memorandums, legal documents, reports, and summaries; prosecuting and defending legal actions; researching and analyzing legal and factual issues presented by case; preparing legal pleadings and motions.

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

For the current year, the financial impact is an increase of \$9,055. It is anticipated that in subsequent fiscal years the financial impact of the new classification will be funded within the office's budget.

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

N/A

**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).**

The Risk fund is being increased by \$410 for insurance related costs.

**7. What budgets are increased/decreased?**

Personnel costs are increased by \$9,055 and offset with a like decrease in supplies.

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

Approval of a classification decision from the Central Human Resources Classification Compensation unit that best reflects the duties of the position.

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

Yes, reclassification of a 1.00 FTE Assistant County Attorney 2 to a Senior County Attorney.

**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:** \_\_\_\_\_