



# MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(revised 08/02/10)

## Board Clerk Use Only

Meeting Date:	1/3/13
Agenda Item #:	C.2
Est. Start Time:	9:30 am
Date Submitted:	12/12/12

## BUDGET MODIFICATION: DCJ - 09

**BUDGET MODIFICATION # DCJ-09 Reclasses a 1.00 FTE Office Assistant 2 to a Records Technician in the Adult Services Division, as 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:	January 3, 2013	Amount of Time Needed:	N/A
Department:	Dept. of 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 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 1.00 FTE Office Assistant 2 (6001) position 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 December 11, 2012 with a retro-active date of April 19, 2012.

This position is responsible for the preparation and processing of all incoming new Court orders designated to the Pretrial Release Services Unit. The current incumbent ensures data accuracy by reviewing and researching various judicial and legal documents while complying with confidential

law enforcement and criminal justice security procedures. In addition, they perform a variety of complex record research, analysis, and data management to create and maintain data. All information is gathered and compiled from multiple sources utilizing various systems such as OJIN, eSWSP, ePPDS, DOC, and LEDS. They are responsible for the general overall file maintenance of the open cases by updating file information in the Pre-Trial Supervision Program (PSP) database. And they have the highest level of LEDS certification to complete the entering, modifying, and cancelling of client records in the LEDS database. Additionally, they are the primary back-up to the other Records Technician position that performs a variety of records research, analysis and data management to create and maintain data for law enforcement and community justice records.

This position description was reviewed against the following classifications:

The Office Assistant 2 (6001) classification performs a wide variety of moderately complex general administrative, secretarial/clerical support functions and tasks in a department, division, program, or business operation. Incumbents primarily perform such tasks as: answering the phone and assisting the public and clients by providing information and resolving complaints/issues; working with diverse and sometimes difficult clientele; preparing information and data for statistical and financial reports; creating a variety of documents/statistical charts; tabulating numerical data and preparing basic statistical reports using word processing, spreadsheet, and database applications; maintaining, updating, and verifying the accuracy of a variety of statistical records, client files, etc.; receiving and verifying cash payments; updating appropriate accounts and records transactions; balancing and reconciling cash amounts; maintaining and processing accounting and cash records, information, and related documents. While some of your duties and responsibilities are within those associated with this classification, such as serving as a back-up receptionist and organizing and distributing documents, the majority of the duties fall outside of the scope of this classification; therefore, this classification is not a good match for your position.

The Office Assistant Senior (6002) classification performs a wide variety of responsible and difficult administrative work in support of the function, unit, or program to which assigned. Incumbents primarily perform such tasks as: applying departmental policies and procedures in performing advanced administrative work, including the maintenance of detailed records, verifying the accuracy of information, researching discrepancies; assisting the public and other staff/agencies in interpreting, explaining, and applying policies, procedures, laws, and ordinances; researching, analyzing, and summarizing data for special projects and comprehensive statistical, numeric, and financial reports; developing, updating, and maintaining standardized operating procedures, forms, report formats, rules, and regulations; maintaining a variety of statistical records; reviewing, computing, and correcting data requiring the analysis and coordination of several data sources and interpretation of policy.

The Records Technician (6157) classification performs a variety of complex records research, analysis and data management to create and maintain data for juvenile and/or adult law enforcement and community justice records; performs specialized clerical and technical duties processing police records and reports; receives and process data in various database systems; research and review judicial and legal documents for accuracy and compliance with legal and security processes and procedures.

Because the majority of the current incumbents duties are consistent with the Records Technician classification, this classification is the best match for this position.

In the FY 2013 Adopted Budget this position is part of Program Offer 50036 – Adult Pretrial Supervision Program.

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

There is no fiscal impact for FY 2013 as the pay scale for these two classifications overlap. This position is ongoing and is expected to be included in the FY-2014 budget submittal.

**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

## ATTACHMENT A

### Budget Modification

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, this position is funded 100% by County General Fund.

- **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 incumbent is reclassified with this position retro-active to April 19, 2012.

- **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: 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 - 09**

### Required Signatures

**Elected Official or  
Department/  
Agency Director:**

**Joyce Resare for Scott Taylor**

**Date: 12/12/12**

**Budget Analyst:**

**Shannon Busby**

**12/12/12  
Date:**

**Department HR:**

**James Opoka**

**12/12/12  
Date:**

**Countywide HR:**

**Olga Ward**

**12/12/12  
Date:**