



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(revised 08/02/10)

Board Clerk Use Only

Meeting Date: 10/7/2010

Agenda Item #: C-1

Est. Start Time: 9:30 am

BUDGET MODIFICATION: DCJ - 05

BUDGET MODIFICATION # DCJ-05 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: September 30, 2010 **Amount of Time Needed:** N/A
Department: Dept. of Community Justice **Division:** Adult Services Division
Contact(s): Joyce Resare
Phone: 503-988-3701 **Ext.** 24913 **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 September 3, 2010, to be retro-active to January 2, 2010.

This position is assigned to the Pretrial Supervision Program (PSP) in the Adult Services Division. This position researches and prepares files for the court to assist in making release decisions by performing a wide variety of complex records research, analysis, and data management to create and

**Budget Modification APR
Submit to Board Clerk**

maintain data for PSPs court liaison/probation officer. The work involves ongoing review and research of various judicial and legal documents and utilization of LEDS, OJIN, SWIS, PPDS, DOC400 and JJIS law enforcement systems, including contacting other agencies to research and verify information. The duties and responsibilities of this position bet fit within the Records Technician [6157] classification.

This position is part of FY 2011 Program Offer 50026 – DCJ Adult Pretrial Supervision Program.

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 expected to be 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

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

- **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 Records Technician [6157] retro-active to January 2, 2010.

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

N/A, position is funded 100% by county general fund

- **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

**Budget Modification APR
Submit to Board Clerk**

- 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 - 05

Required Signatures

Elected Official or
Department/
Agency Director:



Date:

(Joyce Resare for Scott Taylor)

Budget Analyst:

Shannon Busby

Date:



Department HR:

James Opoka

Date:

Countywide HR:



Date: Sept 9, 2010

Budget Modification APR
Submit to Board Clerk