



**Multnomah County
Agenda Placement Request
Budget Modification**

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C-6 DATE 8/20/15
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 8/20/15
Agenda Item #: C.6
Est. Start Time: 9:30 am
Date Submitted: 8/4/15

Agenda Title: BUDGET MODIFICATION # DCJ-02-16: Reclasses a 1.00 FTE Clerical Unit Coordinator to a Program Coordinator in the Adult Services Div.

Requested Meeting Date: _____ Time Needed: N/A

Department: 50 - Community Justice 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 vacant 1.00 FTE Clerical Unit Coordinator, 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 vacant 1.00 FTE Clerical Unit Coordinator (6003) to a Program Coordinator (6022) was approved for recommendation to the Board of County Commissioners by the Class/Comp Unit of Central Human Resources on July 31, 2015, with an effective date of August 3, 2015.

This reclassification request supports an effort within the Adult Services Division (ASD) to consolidate support services and programs supporting seven ASD work units located at the Mead Building. This position will provide workload oversight, efficiency, and quality control measures for all processes, business and court transactions for multiple Office Assistants, Clerical Unit Coordinators, and Records Technicians. This position will perform oversight and administration of various programs specific to the efficient operation of ASD work units; coordinate scheduling and planning of work; provide expertise/information to stakeholder agencies and other County departments; assist in the development of program evaluation criteria; evaluate needs of

internal/external clients; write proposals and reports; supervise records and file management and security; and coordinate records/file transfers within ASD.

An analysis of the Program Coordinator, Program Specialist and Program Specialist Senior classifications was performed before making an allocation decision. The duties, responsibilities and qualifications support this position is allocated to the Program Coordinator (6022) classification.

In the FY 2016 Adopted Budget this position is part of program offer 50021 - Assessment and Referral Center.

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

For current FY 2016 this reclassification increases DCJ's personnel budget by \$7,484. The increase is offset by decreasing the personnel premium pay budget in the same program by \$(7,484), respectively.

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 20% 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?

Service reimbursement from the federal/state fund to the risk management fund is increased by \$399 (insurance benefits).

8. What do the changes accomplish?

Approval of a classification decision from the Class/Comp Unit of Central Human Resources.

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

No, the position is currently vacant.

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 Joyce Resare /s/
Dept. Director: _____

Date: 8/3/15 _____

Budget Analyst: Chris Yager /s/

Date: 8/4/15 _____

Department HR: Kevin Alano /s/

Date: 8/4/15 _____

Countywide HR: Olga Ward /s/

Date: 8/3/15 _____

Exp/Rev/FTE - Budget Modification

Budget Year: 2016

Budget Modification: DCJ-02-16

Expenditures & Revenues

An increase in revenue is shown as a negative value and a decrease as a positive value for consistency with SAP.

Line No.	Program Offer Number	Fund Code	Fund Center	Func. Area	Cost Object	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
1	50021-16	23000	50-10	0050	CJASD.SB1145.ARC	60000 - Permanent	1,998,434	2,003,940	5,506	
2	50021-16	23000	50-10	0050	CJASD.SB1145.ARC	60120 - Premium	11,618	4,134	(7,484)	
3	50021-16	23000	50-10	0050	CJASD.SB1145.ARC	60130 - Salary Related Expns	699,713	701,292	1,579	
4	50021-16	23000	50-10	0050	CJASD.SB1145.ARC	60140 - Insurance Benefits	597,463	597,862	399	
23000 Total										0
50-10 Total										0
Program Offer Number 50021-16 Total										0
5	72020-16	3500	72-80	0020	705210	50316 - Svc Rmb Med/Dental	(70,367,747)	(70,368,146)	(399)	
6	72020-16	3500	72-80	0020	705210	60330 - Claims Paid	6,862,252	6,862,651	399	
3500 Total										0
72-80 Total										0
Program Offer Number 72020-16 Total										0

Exp/Rev/FTE - Budget Modification

Budget Year: 2016

Budget Modification: DCJ-02-16

Annualized Personnel Changes

Change is shown on a full year basis even though this action affects only a part of the fiscal year (FY).

						Annualized				
Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
705985	6003	Clerical Unit Coordinator	64527	23000	CJASD.SB1145.ARC	(1.00)	(47,518)	(13,633)	(17,597)	(78,748)
705985	6003	Clerical Unit Coordinator	64527	23000	CJASD.SB1145.ARC	0.00				
705985	6022	Program Coordinator	64527	23000	CJASD.SB1145.ARC	1.00	53,524	15,356	18,033	86,913
Total Annualized Changes:						0.00	\$6,006	\$1,723	\$436	\$8,165

Current Year Personnel Changes

Cost/savings that will take place in this FY; these explain the actual dollar amounts being changed by this BudMod.

						Current Year				
Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
705985	6003	Clerical Unit Coordinator	64527	23000	CJASD.SB1145.ARC	(1.00)	(47,518)	(13,633)	(17,597)	(78,748)
705985	6003	Clerical Unit Coordinator	64527	23000	CJASD.SB1145.ARC	0.08	3,960	1,136	1,466	6,562
705985	6022	Program Coordinator	64527	23000	CJASD.SB1145.ARC	0.92	49,064	14,076	16,530	79,670
Total Current FY Changes:						0.00	\$5,506	\$1,579	\$399	\$7,484