



**MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST
BUDGET MODIFICATION**

(revised 08/02/10)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS

AGENDA # e-3 DATE 8/25/11
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date:	8/25/11
Agenda Item #:	C.3
Est. Start Time:	9:30 am
Date Submitted:	8/4/11

BUDGET MODIFICATION: DCHS12-06

Agenda Title:	BUDGET MODIFICATION DCHS12-06, reclassifying a vacant full-time HR Tech position to an HR Analyst 2 position in the Department of County Human Services' Human Resources division, as determined by the Class/Comp unit of Central Human Resources.
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Note: For all other submissions (i.e. Notices of Intent, Ordinances, Resolutions, Orders or Proclamations) please use the APR short form.

Requested Meeting Date:	<u>Next Available</u>	Amount of Time Needed:	<u>n/a</u>
Department:	<u>Human Services (DCHS)</u>	Division:	<u></u>
Contact(s):	<u>Urmila Jhattu</u>		
Phone:	<u>503-988-6938</u>	Ext.:	<u>22648</u>
		I/O Address:	<u>167/1/640</u>
Presenter Name(s) & Title(s):	<u>Consent Agenda</u>		

General Information

1. What action are you requesting from the Board?

The Department of County Human Services (DCHS) recommends approval of budget modification DCHS12-06, reclassifying a full-time vacant HR Technician position to an HR Analyst 2 position in DCHS Human Resources division, as approved 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.

This budget modification reflects an HR Class/Comp decision on a reclassification request initiated by management in Program Offer 25001 – DCHS Human Resources.

This position will provide professional and technical support for the Department of County Human Services, performing broad human resources generalist responsibilities as well as key staffing

functions that require advanced knowledge and application, primarily in recruitments and selection. Given the level and breadth of human resources expertise and consultation required, the essential functions, level of responsibility, and qualifications required, HR Class/Comp felt that the HR Analyst 2 classification was the best fit for this position.

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

The pay scale for an HR Analyst 2 is higher than that of an HR Technician. As a result, this reclassification request will result in a current fiscal year budget increase in personnel costs of \$8,211. The budget for professional services expense in DCHS Director's Office will be reduced by a like amount to offset the increase in personnel costs.

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

N/A

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).**

No revenue is being changed.

- **What budgets are increased/decreased?**

The overall budget impact for the Department of County Human Services is neutral.

The personnel expense budget for DCHS Human Resources will increase by \$8,211, while the professional services budget for DCHS Director's Office will decrease by \$8,211.

- **What do the changes accomplish?**

This budget modification will formally approve the classification decision from Central Human Resources Class/Comp which allows for a classification that reflects the change in the work assignment and duties of the position involved.

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

Yes. The approval of this budget modification will result in reclassifying a vacant position in DCHS Human Resources from HR Technician to HR Analyst 2, as determined by the Class/Comp unit of Central Human Resources.

- **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.

SECTION B

BUDGET MODIFICATION: DCHS12-06

Required Signatures

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

Dana C. Lloyd for Kathy Jinkle

Date: 8/1/11

Budget Analyst:

[Handwritten Signature]

Date: 8/4/2011

**Department
HR:**

Urnida Shastri

Date: 8/2/11

**Countywide
HR:**

John Kaneski

Date: 8/3/11

Budget Modification ID: **DCHS12-06**

EXPENDITURES & REVENUES

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with SAP.

Budget/Fiscal Year: 2012

Line No.	Fund Center	Fund Code	Program #	Func. Area	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
					Internal Order	Cost Center	WBS Element						
1	26-10	80001	25001	0040			CHSBS.HR.LA	60000	17,457	17,687	230		Permanent
2	26-10	80001	25001	0040			CHSBS.HR.LA	60130	5,265	5,300	35		Salary Related
3	26-10	80001	25001	0040			CHSBS.HR.LA	60140	4,703	4,748	45		Insurance Benefits
4													
5	26-10	26090	25001	0040			CHSBS.HR.TITLEXIX	60000	172,480	175,003	2,523		Permanent
6	26-10	26090	25001	0040			CHSBS.HR.TITLEXIX	60130	52,024	52,438	414		Salary Related
7	26-10	26090	25001	0040			CHSBS.HR.TITLEXIX	60140	46,466	46,996	530		Insurance Benefits
8													
9	26-10	1000	25001	0040			CHSBS.HR.IND1000	60000	54,912	58,704	3,792		Permanent
10	26-10	1000	25001	0040			CHSBS.HR.IND1000	60130	16,562	16,627	65		Salary Related
11	26-10	1000	25001	0040			CHSBS.HR.IND1000	60140	14,793	15,370	577		Insurance Benefits
12													
13	26-10	1000	25000	0040			CHSDO.LA	60170	15,359	15,049	(310)		Professional Services
14	26-10	1000	25000	0040			CHSDO.TITLEXIX	60170	54,266	50,799	(3,467)		Professional Services
15	26-10	1000	25000	0040			CHSDO.IND1000	60170	207,733	203,299	(4,434)		Professional Services
16													
17	72-55	3500		20		705210		50316		(1,152)	(1,152)		Svc Reim F/S to Risk Fund
18	72-55	3500		20		705210		60330		1,152	1,152		Claims Paid
19													
20													
21													
22													
23													
24													
25													
26													
27													
28													
29													
											0	0	Total - Page 1
											0	0	GRAND TOTAL



Department of County Management
MULTNOMAH COUNTY OREGON
Human Resources -- Multnomah Building
501 SE Hawthorne
Portland, Oregon 97214
(503) 988-5015 Phone

To: Urmila Jhattu, HR Manager - DCHS Date: July 19, 2011
From: Jude Tennant, Consultant, CWI Business Solutions
Subject: John Kaneski, Classification and Compensation Unit (503/3)
Reclassification Request # 1755 (Vacant) *John Kaneski*

We have completed our review of your request and the decision is outlined below.

Request Information:

Date Request Received: July 12, 2011	Position Number: 700782
Current Classification: HR Technician	Requested Classification: HR Analyst 2/NR
Job Class Number: 9061	Job Class Number: 9670
Pay Grade: 118	Pay Grade: 224
Request is: <input checked="" type="checkbox"/> Approved as Requested	Effective Date: July 19, 2011

Allocated Classification: HR Analyst 2/NR	Job Class Number: 9670
Pay Range: Min \$48,232.00/yr Max \$72,349.00/yr	Pay Grade: 224

This classification decision is subject to all applicable requirements stated in MC Personnel Rule 5-50 including the provision Central HR may re-evaluate the classification decision up to one year from the issue date to ensure duties and work are implemented as originally described. This allocation may also require Board of County Commissioners' approval, and so this decision is considered preliminary until such approval is received.

Position Information:

Vacant - see New/Vacant Section

New/Vacant Position Information:

If the position is vacant or incumbent not reclassified with position, position must be filled in accordance with the normal appointment procedures. If position is reclassified due to reorganization, a limited recruitment process may be conducted. Please consult with the Department Human Resources Unit for assistance.

Reason for Classification Decision:

This position will provide professional and technical support for the Department of County Human Services, performing broad human resources generalist responsibilities and also key staffing functions that require advanced knowledge and application, primarily in recruitment and selection. Essential functions include:

- designing and/or updating job descriptions for vacancies, in consultation with managers;
- developing recruitment strategies and plans with hiring coordinators/managers;
- developing, scheduling and administering recruitment and selection processes;
- evaluating (and coordinating the evaluation of) applicant training and experience;
- creating scoring assessments;
- notifying and communicating with applicants;
- examining adverse impact at each stage of the recruitment and selection process;
- coaching hiring managers in the feedback process with internal applicants;
- organizing and participating in job fairs.

Other key duties involve examining reclassification requests and coaching managers on the reclassification process, applicable rules/policies, and how to best articulate program needs in their requests; making recommendations on classification requests prior to submission to Class/Comp; serving as the department HR liaison for Class/Comp studies; reviewing submitted KSA's for appropriateness and completeness; and attending Labor-Management Team meetings to present information as needed.

Reclass Request #1755

July 19, 2011

Page 2 of 2

Required qualifications for HR Analyst 2 are equivalent to a Bachelor's degree from an accredited college or university with major coursework in public administration, human resources administration, business administration or a related field, and two years of increasingly responsible professional and technical human resources experience.

Given the level and breadth of human resources expertise and consultation required, the essential functions, level of responsibility, and qualifications of this vacant position better align with the HR Analyst 2/NR (9670) than with the HR Analyst 1 classification (which is the entry-level professional HR class). HR Analyst 1 performs duties of more limited scope and under closer supervision or direction than higher level HR Analyst classes. HR Analyst 2 differs from HR Analyst Senior in that the latter job class is involved with more complex employee relations, typically has division HR assignments, and counsels managers on labor relations/contract issues. In addition, HR Analyst Seniors draft initial departmental or division grievance responses; whereas HR Analyst 2 employees do not have this accountability. Allocation to HR Analyst 2 is also consistent with other internal HR Analyst 2/NR allocations regarding the confidential employee/labor relations, staffing/recruiting functions and work assignments.

If you have any questions, please feel free to contact John Kaneski at 503-988-5015 ext. 22342.

Copy: Carolyn Edgett, HR Analyst Senior
Heather Garrett, HR Analyst Senior
Gary Miguel, DCHS HR Analyst/Maintainer
Class Comp File Copy