



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

APPROVED: MULTNOMAH COUNTY

BOARD OF COMMISSIONERS

AGENDA# C.4 DATE 12/14/17

MARINA BAKER, ASST BOARD CLERK

**Board Clerk Use Only**

Meeting Date: 12/14/17

Agenda Item #: C.4

Est. Start Time: 9:30 am

Date Submitted: 12/7/17

**Agenda Title: BUDGET MODIFICATION # DCJ-11-18: Reclassifies a Vacant 1.00 FTE Program Specialist to a Program Supervisor in the Director's Office**

Requested Meeting Date: 12/7/17 Time Needed: N/A

Department: 50 - Community Justice Division: Director's Office

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 Program Specialist (6021), which has been reviewed by the Class/Comp Unit of Central Human Resources. Reclassification of a 1.00 FTE Program Specialist (6021) to a Program Supervisor (9361) was approved for recommendation to the Board of County Commissioners by the Class/Comp Unit of Central Human Resources on November 29, 2017, with an effective date of December 1, 2017.

**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 vacant position in DCJ's Research and Planning Unit is requested for reclassification from Program Specialist to Program Supervisor due to the unit expanding and the need for a position to supervise the day-to-day activities of staff. The purpose of this position is to provide day-to-day supervision of research staff, oversee budget and grant reporting activities, and to act as a liaison with DCJ management. Responsibilities include recruiting, selecting, evaluating, and disciplining employees as needed; providing research direction and technical assistance on projects; observing and assessing research activities and providing feedback to staff; mentoring and coaching staff; planning and supporting employees in career development; reviewing and overseeing quality assurance activities and analyses; arranging and assigning work to staff; tracking unit performance measures and project request completion rates; developing project

maps and tracking tools; overseeing the use of project management software and technology amongst the team; providing assistance to DCJ management and senior leadership; collaborating with managers and ensuring unit deliverables are responsive to program needs; negotiating project priorities and organizing unit resources; contributing to grant applications and project proposals; creating budget reports and conducting target analyses; estimating resources needed to complete projects; planning and monitoring expenditures; planning and conducting research in identified areas; directing the development of research methodologies and implementing detailed analysis plans; collaborating with stakeholders to interpret research results; preparing and delivering presentations; reviewing and interpreting criminal justice literature.

An analysis of the Program Specialist, Program Supervisor, and Operations Supervisor classifications was performed before making an allocation decision. The duties, responsibilities, and qualifications support that this position is allocated to Program Supervisor (9361).

In the FY 2018 budget this position is part of program offer 50004-18; DCJ Research & Planning Unit

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

For current FY 2018 this reclassification increases DCJ's personnel budget by \$2,706. The increase is offset by decreasing the temporary pay budget by \$(2,706) in the same program offer for a net zero impact.

In subsequent fiscal years, the reclassified position will be subject to approved cost of living adjustments (COLA) and merit increases. The current top step of the new classification is 32% 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

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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).**

N/A

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

N/A

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

Approval of a reclassification 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

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**Required Signature**

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**Elected Official or Dept. Director:** Truls Neal /s/

**Date:** 12/5/17

**Budget Analyst:** Chris Yager /s/

**Date:** 12/7/17

**Department HR:** N/A

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

**Countywide HR:** N/A

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

## Exp/Rev/FTE - Budget Modification

Budget Year: 2018

Budget Modification: DCJ-11-18

### 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	50004-18	1000	50-05	0050	500300	60000 - Permanent	632,209	633,913	1,704	
2	50004-18	1000	50-05	0050	500300	60100 - Temporary	19,577	17,873	(1,704)	
3	50004-18	1000	50-05	0050	500300	60130 - Salary Related Expns	209,179	210,060	881	
4	50004-18	1000	50-05	0050	500300	60135 - Non Base Fringe	1,645	764	(881)	
5	50004-18	1000	50-05	0050	500300	60140 - Insurance Benefits	189,364	189,485	121	
6	50004-18	1000	50-05	0050	500300	60145 - Non Base Insurance	362	241	(121)	
<b>1000 Total</b>										<b>0</b>
<b>50-05 Total</b>										<b>0</b>
<b>Program Offer Number 50004-18 Total</b>										<b>0</b>

### Exp/Rev/FTE - Budget Modification

Budget Year: 2018

Budget Modification: DCJ-11-18

#### 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
716215	6021	Program Specialist	63269	1000	500300	(1.00)	(54,802)	(17,504)	(19,491)	(91,797)
716215	9361	Program Supervisor	63269	1000	500300	1.00	57,723	19,015	19,699	96,437
<b>Total Annualized Changes:</b>						<b>0.00</b>	<b>\$2,921</b>	<b>\$1,511</b>	<b>\$208</b>	<b>\$4,640</b>

#### 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
716215	6021	Program Specialist	63269	1000	500300	(0.58)	(31,968)	(10,211)	(11,370)	(53,549)
716215	9361	Program Supervisor	63269	1000	500300	0.58	33,672	11,092	11,491	56,255
<b>Total Current FY Changes:</b>						<b>0.00</b>	<b>\$1,704</b>	<b>\$881</b>	<b>\$121</b>	<b>\$2,706</b>