



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(Revised: 5/24/13)

Board Clerk Use Only

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

Agenda Title: **BUDGET MODIFICATION # DCJ-11 Reclasses a Vacant Clinical Coordinator to a Community Justice Manager in the Adult Services Division.**

Note: if Contingency, use that form. If item other than a BudMod, please use different APR. : Title should not be more than 2 lines but sufficient to describe the action requested.

Requested Meeting Date: December 19, 2013 **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 reclass a vacant Clinical 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 Clinical Coordinator (6036) to a Community Justice Manager (9620) was approved for recommendation to the Board of County Commissioners by the Class/Comp Unit of Central Human Resources on November 29, 2013, with a retro-active date of September 1, 2013.

Originally, this new position was accepted in the FY 2014 program offer as a Clinical Coordinator. At that time the intent for this position was to provide clinical consultation to Probation/Parole Officers and Corrections Counselors, and to work with the Volunteer Coordinator in clinical supervision to MSW interns assigned to DCJ. After careful examination of the Assessment and Referral Center's operations needs and the

department's management span of control, the senior management team decided that this position will be better served as a Community Justice Manager. In addition to the essential function of providing clinical supervision to MSW interns, this position will be assigned to co-supervise staff and operation of the Day Reporting Center, and specifically, to integrate the center's structured sanction practice into its operating procedure.

The essential functions will include: manage, direct, coordinate and participate in the activities of the Day Reporting Center; perform administrative functions such as applying for and managing grants; determining program needs and requirements and work independently following fiscal and program guidelines and policies. This position will also provide clinical supervision to graduate social work interns for DCJ: mentor, coach, consult and teach skills and methods to interns that evaluate and reduce risk, using validated assessment tool and evidence based case management models; coordinate day-to-day general supervision/practical training for interns with the assigned staff.

The Community Justice Manager is a single classification distinguished from the County's generic Program Supervisor/Program Manager classifications by the requirement for a specialized body of knowledge of community justice laws, practices, and procedures.

In the FY 2014 Budget this position is part of program offer 50035 – Assessment and Referral Center. In the FY 2015 Department Budget submittal this position will be located in the Adult Services Division Day Reporting Center program offer.

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

There is no fiscal impact for FY 2014 as the pay scale for these two classifications overlap. 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 22% 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 and/or other government participation that has or will take place.

N/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 classification decision from the Class/Comp Unit of Central Human Resources
- **Do any personnel actions result from this budget modification? Explain.**
No, this position is currently vacant
- **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: Attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.

Required Signatures

Elected Official or Dept Director: Joyce Resare for Scott Taylor /s/ **Date:** 12/03/2013

Budget Analyst: Allen Vogt /s/ **Date:** 11/29/2013

Department HR: James Opoka /s/ **Date:** 11/29/2013

Countywide HR: Olga Ward /s/ **Date:** 11/29/2013

Note: Please submit electronically. Insert names of your approvers followed by /s/ - we no longer use actual signatures. Please date each signature. Use "n/a" when signature not applicable."