



Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C.4 DATE 10-30-14
LYNDA GROW, BOARD CLERK

Board Clerk Use Only

Meeting Date: 10/30/14
Agenda Item #: C.4
Est. Start Time: 9:30 am
Date Submitted: 10/7/14

**Agenda Title: BUDGET MODIFICATION # DCJ-07-15: Reclasses 3.00 FTE Program
Education Aides to Office Assistant 2 in the Adult Services Division.**

Requested Meeting Date: 10/30/14 Time Needed: N/A

Department: 50 - 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 reclassify 3.00 FTE Program Education Aides, 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 3.00 FTE Program Education Aides (6343) to Office Assistant 2 (6001) was approved for recommendation to the Board of County Commissioners by the Class/Comp Unit of Central Human Resources on October 3, 2014, with a retro-active date to March 30, 2014.

These positions provide all aspects of administrative and instructor support at Londer Learning Center. The positions were originally classified as Program Education Aides to aid instructors in the provision of instructional and cognitive services for clients. Over time, these positions have evolved to include substantial need for administrative/clerical support to the center. The essential functions of these positions now include: inputting student information into center's access database, extracting data to create class lists, tallying and tracking student attendance, organizing and maintaining student and center records, including assembling student folders and tutoring materials, taking a relaying phone messages, answering questions and relaying information to the public, students, counselors, and agency providers, maintaining a variety of statistical records, and

maintaining volunteer roster. The student retention duties include calling students to alert them of classes and workshops; creating and maintaining spreadsheet detailing student contacts; verifying accuracy of student contact information; and contacting parole/probation officers and counselors about student attendance. While part of the responsibilities of these positions, such as assisting instructors with supervision of clients in a classroom and identifying tutoring needs of students still fit the Program Education Aide classification, the higher need for clerical/administrative support to the center, required a review of the best classification fit for these positions.

An analysis of the Program Education Aide, Office Assistant 2 and Office Assistant Senior classifications was performed before making an allocation decision. While the current employees in these positions exceed the qualifications for all three classifications, the current duties, responsibilities and level of independent judgment better fit the Office Assistant 2 (6001) classification.

In the FY 2015 Adopted Budget these positions are part of program offer 50033 - Adult Londer Learning Center.

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

For current FY 2015 these reclassifications increase DCJ's personnel budget by \$6,188. The increase is offset by decreasing the supplies budget in the same program by \$(6,188), respectively. In subsequent fiscal years, the reclassified positions will be subject to approved cost of living adjustments (COLA) and step increases. The current top step of the new classification is 9% 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 departments budget.

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

These classification decisions are 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 video lottery fund to the risk management fund is increased by \$325 (medical/dental insurance).

8. What do the changes accomplish?

Approval of four classification decisions, impacting a total of 3.00 FTE, from the Class/Comp Unit of Central Human Resources.

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

Yes, the current incumbents will be reclassified with these positions retro-active to March 30, 2014.

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
Dept. Director:** Joyce Resare for Scott Taylor /s/

Date: 10/6/14

Budget Analyst: Chris Yager /s/

Date: 10/7/14

Department HR: James Opoka /s/

Date: 10/7/14

Countywide HR: Olga Ward /s/

Date: 10/6/14

Exp/Rev/FTE - Budget Modification

Budget Year: 2015

Budget Modification: DCJ-07-15

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	50033-15	1519	50-10	0050	CJVLf.ASD.LLC	60000 - Permanent	404,925	409,399	4,474	
2	50033-15	1519	50-10	0050	CJVLf.ASD.LLC	60130 - Salary Related Expns	139,385	140,774	1,389	
3	50033-15	1519	50-10	0050	CJVLf.ASD.LLC	60140 - Insurance Benefits	142,148	142,473	325	
4	50033-15	1519	50-10	0050	CJVLf.ASD.LLC	60240 - Supplies	18,774	12,586	(6,188)	
1519 Total										0
50-10 Total										0
Program Offer Number 50033-15 Total										0
5	72020-15	3500	72-80	0020	705210	50316 - Svc Rmb Med/Dental	(66,208,283)	(66,208,608)	(325)	
6	72020-15	3500	72-80	0020	705210	60330 - Claims Paid	3,211,840	3,212,165	325	
3500 Total										0
72-80 Total										0
Program Offer Number 72020-15 Total										0

Exp/Rev/FTE - Budget Modification

Budget Year: 2015

Budget Modification: DCJ-07-15

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
714638	6001	Office Assistant 2	61848	1519	CJVLf.ASD.LLC	1.00	33,237	10,357	16,562	60,156
714638	6343	Program Education Aide	61848	1519	CJVLf.ASD.LLC	(1.00)	(31,329)	(9,762)	(16,423)	(57,514)
714639	6001	Office Assistant 2	61848	1519	CJVLf.ASD.LLC	1.00	32,305	10,066	16,494	58,865
714639	6343	Program Education Aide	61848	1519	CJVLf.ASD.LLC	(1.00)	(30,212)	(9,414)	(16,342)	(55,968)
714640	6001	Office Assistant 2	61848	1519	CJVLf.ASD.LLC	0.50	16,152	5,311	9,244	30,707
714640	6343	Program Education Aide	61848	1519	CJVLf.ASD.LLC	(0.50)	(16,463)	(5,413)	(9,267)	(31,143)
715603	6001	Office Assistant 2	61848	1519	CJVLf.ASD.LLC	0.50	16,152	5,033	9,244	30,429
715603	6343	Program Education Aide	61848	1519	CJVLf.ASD.LLC	(0.50)	(15,368)	(4,789)	(9,187)	(29,344)
Total Annualized Changes:						0.00	\$4,474	\$1,389	\$325	\$6,188

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
714638	6001	Office Assistant 2	61848	1519	CJVLf.ASD.LLC	1.00	33,237	10,357	16,562	60,156
714638	6343	Program Education Aide	61848	1519	CJVLf.ASD.LLC	(1.00)	(31,329)	(9,762)	(16,423)	(57,514)
714639	6001	Office Assistant 2	61848	1519	CJVLf.ASD.LLC	1.00	32,305	10,066	16,494	58,865
714639	6343	Program Education Aide	61848	1519	CJVLf.ASD.LLC	(1.00)	(30,212)	(9,414)	(16,342)	(55,968)

Exp/Rev/FTE - Budget Modification

Budget Year: 2015

Budget Modification: DCJ-07-15

Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	Current Year				
						FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
714640	6001	Office Assistant 2	61848	1519	CIVLF.ASD.LLC	0.50	16,152	5,311	9,244	30,707
714640	6343	Program Education Aide	61848	1519	CIVLF.ASD.LLC	(0.50)	(16,463)	(5,413)	(9,267)	(31,143)
715603	6001	Office Assistant 2	61848	1519	CIVLF.ASD.LLC	0.50	16,152	5,033	9,244	30,429
715603	6343	Program Education Aide	61848	1519	CIVLF.ASD.LLC	(0.50)	(15,368)	(4,789)	(9,187)	(29,344)
Total Current FY Changes:						0.00	\$4,474	\$1,389	\$325	\$6,188

Exp/Rev/FTE - Budget Modification

Budget Year: 2015

Budget Modification: DCA-07-15

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	72020-15	3500	72-80	0020	705210	50316 - Svc Rmb Med/Dental	(66,208,283)	(66,206,671)	1,612	
2	72020-15	3500	72-80	0020	705210	60330 - Claims Paid	3,211,840	3,210,228	(1,612)	
3500 Total										0
72-80 Total										0
Program Offer Number 72020-15 Total										0
3	78022-15	3503	78-70	0020	709525	60000 - Permanent	487,602	465,372	(22,230)	
4	78022-15	3503	78-70	0020	709525	60130 - Salary Related Expns	157,374	150,447	(6,927)	
5	78022-15	3503	78-70	0020	709525	60140 - Insurance Benefits	113,708	112,096	(1,612)	
6	78022-15	3503	78-70	0020	709525	60240 - Supplies	10,500	41,269	30,769	
3503 Total										0
78-70 Total										0
Program Offer Number 78022-15 Total										0

Exp/Rev/FTE - Budget Modification

Budget Year: 2015

Budget Modification: DCA-07-15

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
712639	6412	Systems Administrator/Sr	64175	3503	709525	(1.00)	(98,330)	(30,640)	(21,281)	(150,251)
712639	6417	Information Specialist 3	64175	3503	709525	1.00	76,100	23,713	19,669	119,482
Total Annualized Changes:						0.00	(\$22,230)	(\$6,927)	(\$1,612)	(\$30,769)

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
712639	6412	Systems Administrator/Sr	64175	3503	709525	(1.00)	(98,330)	(30,640)	(21,281)	(150,251)
712639	6417	Information Specialist 3	64175	3503	709525	1.00	76,100	23,713	19,669	119,482
Total Current FY Changes:						0.00	(\$22,230)	(\$6,927)	(\$1,612)	(\$30,769)