



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

## Board Clerk Use Only

Meeting Date: \_\_\_\_\_

Agenda Item #: \_\_\_\_\_

Est. Start Time: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

**Agenda Title: BUDGET MODIFICATION # JOHS-01-19: Reclassifies 1.00 Program Specialist Sr. to Program Specialist and 1.00 Contract Specialist to Sr.**

**Requested Meeting Date:** 10/4/18 **Time Needed:** Consent Agenda

**Department:** 1055 - Joint Office on Homeless Services **Division:** \_\_\_\_\_

**Contact(s):** Christian Elkin

**Phone:** 503-988-7689 **Ext.** 87689 **I/O Address** 535/1

**Presenter Name(s) & Title(s):** Christian Elkin - Budget and Finance Manager

## General Information

### 1. What action are you requesting from the Board?

The Joint Office of Homeless Services (JOHS) requests approval to reclassify a 1.00 FTE Program Specialist Senior to Program Specialist and a 1.00 FTE Contract Specialist to a Contract Specialist Senior as determined by Central Human Resources Classification Compensation Unit.

### 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.

The Program Specialist position in the Joint Office of Homeless Services (JOHS) is requested to define and implement response to emergencies such as periods of severe winter weather, flooding, heat, wildfires, and communicable disease outbreaks. This position will use multiple approaches in partnership with Multnomah County and City of Portland Emergency management teams, first responders, and community based non-profits to develop and execute plans to prepare for, respond to, recover from, and mitigate against natural and man-made disasters for community members experiencing unsheltered homelessness. The position will be responsible for working with JOHS staff and the Severe Weather Planning team to make updates to the standard operating procedures and to develop other emergency situation procedures; assisting with identifying sites for weather shelter spaces, including conducting feasibility assessments; leading weather shelter project teams, including the design, permitting, site improvement, and coordination with non-profit shelter operators and government entities; acting as liaison to the City of Portland, Gresham, and

Multnomah County facilities on publicly-owned weather shelter spaces; preparing written guidance for community groups; working with other entities to ensure they are trained and have capacity to carry out their roles in emergency situations; leading the JOHS response during emergency situations, including hosting conference calls, coordinating logistics, working in an Emergency Operations Center, being in the field at shelters, providing transportation, and supporting other logistical needs; representing JOHS in policy planning discussions; staffing and leading various meetings and committees; leading efforts to move community recommendations into implementation through the budget and contracting process; negotiating and executing adult services and culturally-specific contracts; developing program outcomes and equity goals, reviewing progress reports and invoices, and providing technical assistance; working with contractors and providing assistance to support them meeting expectations; overseeing contracts for compliance, effectiveness, and progress toward goals; assisting with and managing special projects; working with other jurisdictions to obtain necessary funding; seeking new resources for housing and homelessness, including grants; and responding to requests for information.

The reclassification from Contract Specialist to Contract Specialist Senior in the Joint Office Homeless Services (JOHS) is requested in order to coordinate contract development and monitoring of the JOHS contract program. The purpose of the Contract Specialist Senior position is to provide functional and technical oversight and training, and execute difficult contracts, intergovernmental agreements, and memorandums of understating. Responsibilities include technical writing and contract development, including preparing contract, procurement, and amendment requests with supporting documents, assisting program leads in developing plans, program descriptions, policies, procedures, and budgets, and preparing comprehensive documents for the County Board; planning, development, and program support, including designing, implementing, and monitoring a complex network of program and service contracts, providing technical assistance in developing payment terms, program outcomes, and other contract requirements, and conduct research in areas of specialty; program technology expertise, including creating documents for all contracting actions, creating purchase orders, and requesting and uploading all necessary data and documentation for various systems; functional supervision, including participating in recruitment processes, providing training and supervision to staff, and developing work procedures; coordination and support, including establishing and maintaining working relationships, tracking documentation through the contract review process, and verifying correct coding and that funding is available.

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

The net fiscal impact for the change in the two positions is a nominal increase of \$6,573 due to the downward change in the Emergency Management position.

This action impacts position 719478 in Program Offer 10050B - Emergency Management and 717461 in Program Offer 10050A - Joint Office of Homeless Services Office Administration and Operations.

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

None

**5. Explain any citizen or other government participation.**

None

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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).**

None

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

The Risk Fund is decreased by \$320.

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

Approval of a classification decision from the Central Human Resources Classification Compensation Unit that best reflects the duties of the positions.

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

Yes reclassification of 2.00 FTE.

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

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

**Budget Analyst:** \_\_\_\_\_

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

**Department HR:** \_\_\_\_\_

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

**Countywide HR:** \_\_\_\_\_

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