



Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

Board Clerk Use Only

Meeting Date: _____

Agenda Item #: _____

Est. Start Time: _____

Date Submitted: _____

Agenda Title: BUDGET MODIFICATION # NOND-01-16: Reclassification of Legal Assistant 2 to Legal Assistant Sr in County Attorney's Office

Requested Meeting Date: _____ **Time Needed:** Consent Calendar

Department: 1000 - Nondepartmental - All Other **Division:** County Attorney's Office

Contact(s): Jenny Madkour (Shaun Coldwell)

Phone: 503-988-3138 **Ext.** 83138 **I/O Address** _____

Presenter Name(s) & Title(s): Consent Calendar

General Information

1. What action are you requesting from the Board?

Reclassification of a Legal Assistant 2 (NR) to Legal Assistant Sr (NR), as recommended by Clasification Compensation section on request #3026.

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 filled position within the County Attorney's Office is being submitted by the employee for reclassification from a Legal Assistant 2 (NR) (9003) to a Legal Assistant Senior (NR) (9004). The request is submitted as a result of increased need for litigation and trial support, shifting of staff responsibilities, significant changes and new additions of attorneys and office staff, increased training needs, and a goal of updating software. This position has seen an increase in responsibility for independent and technical litigation support, providing lead work, and a need for a subject matter expert for conducting research and providing technical support on new software systems.

The effective date of this reclassification is July 16, 2015. This change impacts program offer 10008.

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

The reclassification will result in an increase to salary and benefits of \$8,730, which is balanced by a reduction in the supplies budget. The insurance fund is increased by \$432 for increased benefits.

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

None

5. Explain any citizen or other government participation.

None

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).

The insurance fund is increased by \$432 in benefits.

7. What budgets are increased/decreased?

The County Attorney's budget is balanced within the program. The Insurance Benefits budget is increased by \$432.

8. What do the changes accomplish?

Reclassification of a position and a change in the job class number.

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

Position reclassification.

10. If a grant, is 100% of the central and department indirect recovered? If not, please explain why.

NA

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?

NA

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)?

NA

Required Signature

**Elected Official or
Dept. Director:** Marissa Madrigal /s/

Date: 8/4/2015

Budget Analyst: Christian Elkin /s/

Date: 7/30/2015

Department HR: Karin Lamberton /s/

Date: 8/3/2015

Countywide HR: Susan Mullett /s/

Date: 7/30/2015