



**Multnomah County
Agenda Placement Request
Budget Modification**

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS

AGENDA # C.3 DATE 12/3/15

MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 12/3/15

Agenda Item #: C.3

Est. Start Time: 9:30 am

Date Submitted: 11/9/15

Agenda Title: BUDGET MODIFICATION # NOND-07-16: Reclassification of a 1.00 Legal Assistant 2 (NR) to a Legal Assistant Sr. (NR)

Requested Meeting Date: 12/3/15 Time Needed: N/A - Consent Agenda

Department: 1070 - County Attorney Division: County Attorney's Office

Contact(s): Jenny Madkour

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

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

General Information

1. What action are you requesting from the Board?

Reclassification of a 1.00 Legal Assistant 2 (non-represented) to a Legal Assistant Sr. (non-represented) in the County Attorney's Office.

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 County Attorney's Office has an increased need for litigation and trial support and technical support and coordination for the document management/practice management software. This position has seen increased responsibilities in providing independent and technical litigation support, technical supervision and training of lower level Legal Assistant positions, and providing technology research and training. Duties include drafting and filing legal documents, including letters, hearing requests, case summary reports, preparing case updates and other communication to various sources; finalizing court documents and pleadings, including motions, declarations, hearing memorandums, summary judgment motions, orders and judgments; filing, distributing and serving true copies of pleadings and exhibits, redacting documents for dissemination to public and private entities; performing legal research and trial support, including providing discovery and investigative support, interviewing witnesses, summarizing deposition transcripts, and obtaining relevant police records; assisting the litigation manager with researching initial tort claims; providing lead direction and training to Legal Assistants, and providing training to new staff on office procedures.

This action impacts program offer 10008-16.

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

This reclassification will result in an increase to salary and benefits of \$6,104 which is balanced by a reduction in the travel and training budget. The Risk Fund is increased by \$302 for increased insurance 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 Risk Fund is increased by \$302.

7. What budgets are increased/decreased?

The County Attorney's budget is balanced within the program. The Risk Fund is increased by \$302.

8. What do the changes accomplish?

Reclassification of position 713780.

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

The position is reclassified per the review of the Classification and Compensation Unit.

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:** Marissa Madrigal /s/

Date: 11/09/2015

Budget Analyst: Christian Elkin /s/

Date: 11/09/2015

Department HR: Patsy Moushey

Date: 11/07/2015

Countywide HR: Susan Mullett

Date: 11/02/2015

Exp/Rev/FTE - Budget Modification

Budget Year: 2016

Budget Modification: DCA-14-16

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	78028-16	3503	78-70	0020	709604	60000 - Permanent	1,123,340	1,123,340	0	
2	78028-16	3503	78-70	0020	709604	60130 - Salary Related Expns	328,543	328,543	0	
3	78028-16	3503	78-70	0020	709604	60140 - Insurance Benefits	244,190	244,190	0	
3503 Total										0
78-70 Total										0
Program Offer Number 78028-16 Total										0

Exp/Rev/FTE - Budget Modification

Budget Year: 2016

Budget Modification: DCA-14-16

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
716484	6198	IT Business Consultant/Sr		3503	709604	(1.00)	(96,658)	(27,731)	(21,160)	(145,549)
716484	6412	Systems Administrator/Sr		3503	709604	1.00	96,658	27,731	21,160	145,549
Total Annualized Changes:						0.00				

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
716484	6198	IT Business Consultant/Sr		3503	709604	(1.00)	(96,658)	(27,731)	(21,160)	(145,549)
716484	6412	Systems Administrator/Sr		3503	709604	1.00	96,658	27,731	21,160	145,549
Total Current FY Changes:						0.00	\$0	\$0	\$0	\$0

Exp/Rev/FTE - Budget Modification

Budget Year: 2016

Budget Modification: NOND-07-16

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	10008-16	3500	10-20	0020	107001	60000 - Permanent	2,680,444	2,684,917	4,473	
2	10008-16	3500	10-20	0020	107001	60130 - Salary Related Expns	859,597	860,926	1,329	
3	10008-16	3500	10-20	0020	107001	60140 - Insurance Benefits	534,730	535,032	302	
4	10008-16	3500	10-20	0020	107001	60260 - Travel & Training	20,000	13,896	(6,104)	
3500 Total										0
10-20 Total										0
Program Offer Number 10008-16 Total										0
5	72020-16	3500	72-80	0020	705210	50316 - Svc Rmb Med/Dental	(71,021,369)	(71,021,671)	(302)	
6	72020-16	3500	72-80	0020	705210	60330 - Claims Paid	7,515,874	7,516,176	302	
3500 Total										0
72-80 Total										0
Program Offer Number 72020-16 Total										0

Exp/Rev/FTE - Budget Modification

Budget Year: 2016

Budget Modification: NOND-07-16

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
713780	9003	Legal Assistant 2/NR		3500	107001	(1.00)	(55,602)	(16,508)	(17,905)	(90,015)
713780	9004	Legal Assistant, SR/NR		3500	107001	1.00	60,075	17,837	18,207	96,119
Total Annualized Changes:						0.00	\$4,473	\$1,329	\$302	\$6,104

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
713780	9003	Legal Assistant 2/NR		3500	107001	(1.00)	(55,602)	(16,508)	(17,905)	(90,015)
713780	9004	Legal Assistant, SR/NR		3500	107001	1.00	60,075	17,837	18,207	96,119
Total Current FY Changes:						0.00	\$4,473	\$1,329	\$302	\$6,104