



**MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST
BUDGET MODIFICATION**

(revised 08/02/10)

Board Clerk Use Only	
Meeting Date:	<u>3/3/11</u>
Agenda Item #:	<u>C-1</u>
Est. Start Time:	<u>9:30 am</u>
Date Submitted:	<u>2/11/11</u>

BUDGET MODIFICATION: DCJ - 11

BUDGET MODIFICATION # DCJ-11 Reclasses a 1.00 FTE Records Technician to a Office Assistant Senior in the Adult Services Division, as Determined by the Agenda Title: Class/Comp Unit of Central Human Resources.

Note: For all other submissions (i.e. Notices of Intent, Ordinances, Resolutions, Orders or Proclamations) please use the APR short form.

Requested Meeting Date:	<u>March 3, 2011</u>	Amount of Time Needed:	<u>N/A</u>
Department:	<u>Dept. of Community Justice</u>	Division:	<u>Adult Services Division</u>
Contact(s):	<u>Joyce Resare</u>		
Phone:	<u>503-988-3961</u>	Ext.	<u>83961</u>
		I/O Address:	<u>503 / 250</u>
Presenter Name(s) & Title(s):	<u>Consent Calendar</u>		

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 a 1.00 FTE Records Technician position 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 1.00 FTE Records Technician [6157] position to a Office Assistant Senior [6002] was approved for recommendation to the Board of County Commissioners by the Class/Comp Unit of Central Human Resources to be retro-active to October 7, 2009.

This position is assigned to the Domestic Violence Supervision Unit (DV) in the Adult Services Division. This position is responsible for essential job functions that include management assistance for doing research and decisions regarding office operations, developing and managing the new

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property and evidence practices, initiates and maintains variety of files, records, manuals and resource materials, acts as building coordinator for building access, repairs and maintenance, coordinates and reviews subsidy requests from the clients, monitors and ensures maintenance of telecommunications equipment, computers and vehicles, and performs various lead functions such as interpreting payroll rules, Local 88 and FOPPO contracts, coordinates and oversees daily work processes, educates and trains staff on various office operating systems like LEDS, AS400, ESWIS and EPPDS. The duties and responsibilities of this position best fit within the Office Assistant Senior [6002] classification.

This position is part of FY 2011 Program Offer 50040 – DCJ Adult Domestic Violence Supervision.

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

There is no fiscal impact for current year FY 2011 because the pay scale ranges for these two positions are the same. This position is ongoing and will be included in the FY 2012 budget submittal.

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

Local 88 represented employees have a contractual right to appeal and arbitrate the outcome of a reclassification request, which would include Board action to disapprove the request. 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

ATTACHMENT 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 reclassification decision from the Class/Comp Unit of Central Human Resources.
- **Do any personnel actions result from this budget modification? Explain.**
Yes, the current employee in this position will be reclassified to a Office Assistant Senior [6002] retroactive to October 7, 2009.
- **If a grant, is 100% of the central and department indirect recovered? If not, please explain why.**
N/A, position is funded 100% by county general fund
- **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?**

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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: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.

ATTACHMENT B

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Required Signatures

Elected Official or
Department/
Agency Director:



Date: 2/10/11

Budget Analyst:



Date: 2/10/11

Department HR:



Date: 2/10/11

Countywide HR:



Date: 2/10/11

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