



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-07-16: Reclassification of a 1.00 Legal Assistant 2 (NR) to a Legal Assistant Sr. (NR)

Requested Meeting Date: _____ **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:** _____

Date: _____

Budget Analyst: _____

Date: _____

Department HR: _____

Date: _____

Countywide HR: _____

Date: _____