



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(revised 08/02/10)

Board Clerk Use Only

Meeting Date: 9/13/12

Agenda Item #: C.7

Est. Start Time: 9:30 am

Date Submitted: 8-28-12

BUDGET MODIFICATION: DCJ - 03

BUDGET MODIFICATION # DCJ-03 Reclasses a 1.00 FTE Vacant Contract Specialist to a Contract Technician in the Business Services Unit, as Determined by the 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:	September 13, 2012	Amount of Time Needed:	N/A
Department:	Dept. of Community Justice	Division:	Business Services
Contact(s):	Joyce Resare		
Phone:	503-988-3961	Ext.	83961
		I/O Address:	503 / 250
Presenter Name(s) & Title(s):	Consent Calendar		

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 vacant 1.00 FTE Contract Specialist 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 vacant 1.00 FTE Contract Specialist [6015] position to a Contract Technician [6011] was approved for recommendation to the Board of County Commissioners by the Class/Comp Unit of Central Human Resources on August 23, 2012 with an effective date of August 23, 2012.

Due to centralization of the contract administration process by the County-wide contract system, the focus of this position is changing from contract management and coordination to providing technical

and administrative support functions related to contracts. This position will verify that invoices meet contractual agreements, perform SAP entries for contract and purchase order invoices; perform data entry for procurement and contract development support; create and process contract amendment documents; provide technical training/assistance to contracted vendors; run utilization reports and track spending on contracted funds.

The Contract Technician class provides technical and administrative assistance in the development, tracking and monitoring of service contracts within a program area. This class is distinguished from the Contract Specialist classification by duties that support contract management and coordination rather than independently developing and administering contracts. Contract Technician is further distinguished from the Finance Technician class by the latter's primary focus on processing and verifying financial information and transactions for payment purposes. Even though this position has responsibility for preparing and processing invoices, claims and payments; the focus is on tracking and monitoring of services and supplies for compliance with contract specifications.

This position requires education equivalent to the completion of the twelfth grade; additional course work in social services, social science, business administration, or a related field is desirable and three years of specialized, increasingly responsible clerical experience in the area of assignment. Based on the purpose, responsibilities, and required qualifications, this position best fits the Contract Technician (6011) classification.

This position is part of FY 2013 Program Offer 50001 – DCJ Business Services.

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

For current year FY-2013 this reclassification decreases DCJ's personnel budget by \$(4,996). The decreased personnel budget is offset by an increase of \$4,996 in DCJ's supplies budget, respectively. This position is ongoing and is expected to be included in the FY-2014 budget submittal.

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

This classification decision is subject to all applicable requirements stated in MC Personnel Rule 5-50 including the provision that Central HR may re-evaluate the classification decision up to one year from the date of issue to ensure duties and work are being carried out as originally described.

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. This position is funded 100% by County General Fund.

- **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.**
No, this position is currently vacant.
- **If a grant, is 100% of the central and department indirect recovered? If not, please explain why.**
N/A
- **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
- **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

BUDGET MODIFICATION: DCJ - 03

Required Signatures

Elected Official or Department/ Agency Director:	<u>Joyce Resare for Scott Taylor /s/</u>	Date: <u>8-28-12</u>
Budget Analyst:	<u>Shannon Busby /s/</u>	Date: <u>8-28-12</u>
Department HR:	<u>James Opoka /s/</u>	Date: <u>8-28-12</u>
Countywide HR:	<u>Olga Ward /s/</u>	Date: <u>8-28-12</u>