



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 # DCJ-01-18: Reclassifies 1.00 FTE Records Technician to Logistics/Evidence Technician in the Adult Services Div

Requested Meeting Date: _____ **Time Needed:** N/A

Department: 50 - Community Justice **Division:** Adult Services Division

Contact(s): Joyce Resare, Finance Manager

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 Records Technician (6157), which has been reviewed by the Class/Comp Unit of Central Human Resources. Reclassification of a 1.00 FTE Records Technician (6157) to a Logistics/Evidence Technician (6108) was approved for recommendation to the Board of County Commissioners by the Class/Comp Unit of Central Human Resources on May 11, 2017, with an effective date of June 1, 2017.

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 Survival Skills and Property Unit of DCJ requests to reclassify a vacant Records Technician position to Logistics/Evidence Technician. The duties of this position have been developing over the last few years. Originally, data entry and records functions were the focus. However, over time, the business needs changed and the skills/responsibilities needed to complete the work have gone outside of the original position description. In addition to performing data entry of the training and equipment tracking; other duties were added such as managing the property and evidence room, the temperature storage rooms; managing disbursement (return/destruction) of property; managing the radio equipment and CAD technology; purchasing, distribution, and management of staff training curriculum records. The purpose of this revised vacant position is to support the evidence and management of property collected by Parole and Probation Officers for the Adult Services

Division. Additional responsibilities of this position include supporting Survival Skills Training and the management of tactical equipment supplied for the officers in the division.

An analysis of the Records Technician and Logistics/Evidence Technician classifications was performed before making an allocation decision. The duties, responsibilities and qualifications support this position is allocated to Logistics/Evidence Technician (6108).

In the FY 2018 adopted budget this position is part of program offer 50016-18; Adult Services Management.

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

For current FY 2018 this reclassification increases DCJ's personnel budget by \$1,913. The increase is offset by decreasing the premium pay budget by \$(1,913) in the same program offer for a net zero impact.

In subsequent fiscal years, the reclassified position will be subject to approved cost of living adjustments (COLA) and step increases. The current top step of the new classification is 9% higher than the current classification's top step, however it is anticipated that in subsequent fiscal years the financial impact of the new classification will be funded within the department's budget.

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 or other government participation.

N/A

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).

N/A

7. What budgets are increased/decreased?

N/A

8. What do the changes accomplish?

Approval of a reclassification decision from the Class/Comp Unit of Central Human Resources.

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

No, the position is currently vacant.

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: _____