



Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C-4 DATE 6/2/16
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 6/2/16
Agenda Item #: C.4
Est. Start Time: 9:30 am
Date Submitted: 5/13/16

Agenda Title: **BUDGET MODIFICATION # DCJ-21-16: Reclasses a 1.00 FTE Clerical Unit Coordinator to a Administrative Analyst in the Adult Services Div**

Requested Meeting Date: June 2, 2016

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 1.00 FTE Clerical Unit Coordinator (6003), which has been reviewed by the Class/Comp Unit of Central Human Resources.

Reclassification of a 1.00 FTE Clerical Unit Coordinator (6003) to an Administrative Analyst (6033) was approved for recommendation to the Board of County Commissioners by the Class/Comp Unit of Central Human Resources on May 11, 2016, with an effective date of November 3, 2015 (six months retro-active).

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.

As some support staff positions have been removed from the Mead Building, many of the administrative tasks fell on this position. The position has been providing operational, administrative and technical support and oversight for staff in all classifications in the Mead building. This position provides services in the areas of IT liaison, facilities, finance, purchasing, timekeeping for payroll, as well as training, oversight and workflow management. This position acts as the LEADS representative administering certifications/re-certifications for approximately 190 staff. The duties and responsibilities of this position have gradually changed over time and as such the position is requested for reclassification.

Consideration was given to the Clerical Unit Coordinator (6003), Administrative Analyst (6033), and Administrative Analyst/NR (9006) classifications during the review of this position. The duties, responsibilities and qualifications support that this position is allocated to Administrative Analyst (6033) classification.

In the FY 2016 Revised Budget this position is part of program offer 50020-16, Adult Parole/Post Prison Violation Hearings & Local Control Release Unit.

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

There is no fiscal impact in current FY 2016 for this reclassification because the pay scales of these two job classifications overlap.

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 23% 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?

Yes, the current incumbent will be reclassified with this position retro-active to November 3, 2015.

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 Joyce Resare /s/
Dept. Director: _____

Date: 5/13/16

Budget Analyst: Chris Yager /s/

Date: 5/13/16

Department HR: Kevin Alano /s/

Date: 5/13/16

Countywide HR: Olga Ward /s/

Date: 5/13/16

Exp/Rev/FTE - Budget Modification

Budget Year: 2016

Budget Modification: DCJ-21-16

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 | 50020-16 | 23000 | 50-10 | 0050 | CJASD.SB1145.MEAD | 60000 - Permanent | 531,887 | 531,887 | 0 | |
| 2 | 50020-16 | 23000 | 50-10 | 0050 | CJASD.SB1145.MEAD | 60130 - Salary Related Expns | 168,595 | 168,595 | 0 | |
| 3 | 50020-16 | 23000 | 50-10 | 0050 | CJASD.SB1145.MEAD | 60140 - Insurance Benefits | 191,993 | 191,993 | 0 | |
| 23000 Total | | | | | | | | | | 0 |
| | | | | | | | | | | |
| 50-10 Total | | | | | | | | | | 0 |
| Program Offer Number 50020-16 Total | | | | | | | | | | 0 |

Exp/Rev/FTE - Budget Modification

Budget Year: 2016

Budget Modification: DCJ-21-16

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 |
| 704281 | 6003 | Clerical Unit Coordinator | 67591 | 23000 | CJASD.SB1145.MEAD | (1.00) | (55,062) | (18,908) | (18,144) | (92,114) |
| 704281 | 6033 | Administrative Analyst | 67591 | 23000 | CJASD.SB1145.MEAD | 1.00 | 55,062 | 18,909 | 18,144 | 92,115 |
| Total Annualized Changes: | | | | | | 0.00 | \$0 | \$1 | \$0 | \$1 |

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 |
| 704281 | 6003 | Clerical Unit Coordinator | 67591 | 23000 | CJASD.SB1145.MEAD | (0.67) | (36,708) | (12,605) | (12,096) | (61,409) |
| 704281 | 6033 | Administrative Analyst | 67591 | 23000 | CJASD.SB1145.MEAD | 0.67 | 36,708 | 12,606 | 12,096 | 61,410 |
| Total Current FY Changes: | | | | | | 0.00 | \$0 | \$1 | \$0 | \$1 |