



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(revised 12/31/09)

APPROVED: MULTNOMAH
BOARD OF COMMISSIONERS
AGENDA # C-1 DATE 2/4/2010
LYNDA GROW, BOARD CLERK

Board Clerk Use Only

Meeting Date: 02/04/2010
Agenda Item #: C-1
Est. Start Time: 9:30 AM
Date Submitted: 01/20/2010

BUDGET MODIFICATION: DCJ - 13

**BUDGET MODIFICATION DCJ-13 Reclassifying a 1.00 FTE Operations
Agenda Supervisor to an Operations Administrator in the Juvenile Services Division, as
Title: 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:	<u>February 4, 2010</u>	Amount of Time Needed:	<u>N/A</u>
Department:	<u>Dept. of Community Justice</u>	Division:	<u>Juvenile Services Division</u>
Contact(s):	<u>Shaun Coldwell</u>		
Phone:	<u>503-988-3961</u>	Ext.	<u>83961</u>
	I/O Address:		<u>503 / 250</u>
Presenter(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 Operations Supervisor 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 Operations Supervisor (9025) position to an Operations Administrator (9720) was approved for recommendation to the Board of County Commissioners by the Class/Comp Unit of Central Human Resources on January 15, 2010, and be retro-active to July 11, 2009.

This position works with the DCJ management team to implement best practices, consult, and

provide input on a broad spectrum of policies, procedures, activities, and issues related to the Juvenile Services Division of DCJ. The responsibilities include carrying out the objectives and goals of the Counseling and Court Services unit; supervising, directing, coordinating, evaluating, and acting as a subject matter expert supporting the operations of this unit; and overseeing the community justice operational administrative functions. This position best fits within the Operations Administrator [9720] classification.

This position is part of FY 2010 Program Offer 50008 – DCJ Juvenile Services Support.

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

There is no fiscal impact for current year FY 2010 because the pay scale ranges for these two positions overlap. This position is ongoing and is expected to be included in the FY2011 budget submittal.

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

Employees have the right to request evaluation of the appropriateness of their classifications. The Classification/Compensation Unit has a formal process for evaluating these requests. The reclassification for which approval is sought in this request has been reviewed by the Classification/Compensation Unit and the position has been found to be wrongly classed. By contract and under our personnel rules, we are required to compensate employees appropriately based on these findings.

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 an Operations Administrator [9720] retro-active to July 11, 2009.
- **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 - 13


Required Signatures

**Elected Official
or Department/
Agency Director:**

Handwritten signature of Scott Taylor.

Date: 01/20/2010

Budget Analyst:

Handwritten signature of the Budget Analyst.

Date: 01/21/2010

Department HR:

Handwritten signature of James J. Opoka.

Date: 01/21/2010

Countywide HR:

Handwritten signature of the Countywide HR representative.

Date: 01/15/2010

Budget Modification ID: DCJ-13

EXPENDITURES & REVENUES

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with SAP.

Budget/Fiscal Year: 2010

Line No.	Fund Center	Fund Code	Program #	Func. Area	Internal Order	Accounting Unit Cost Center	WBS Element	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
1										0			
2										0			
3										0			
4										0			
5										0			
6										0			
7										0			
8										0			
9										0			
10										0			
11										0			
12										0			
13										0			
14										0			
15										0			
16										0			
17										0			
18										0			
19										0			
20										0			
21										0			
22										0			
23										0			
24										0			
25										0			
26										0			
27										0			
28										0			
29										0			
											0	0	Total - Page 1
											0	0	GRAND TOTAL

ANNUALIZED PERSONNEL CHANGEChange on a full year basis even though this action affects only a part of the fiscal year (FY).

							ANNUALIZED			
Fund	Job #	HR Org	CC/WBS/IO	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
1000	9025	64500	509200	Operations Supervisor	703591	(1.00)	(60,104)	(17,430)	(15,814)	(93,348)
1000	9720	64500	509200	Operations Administrator	703591	1.00	60,104	17,430	15,814	93,348
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
TOTAL ANNUALIZED CHANGES						0.00	0	0	0	0

CURRENT YEAR PERSONNEL DOLLAR CHANGECalculate costs/savings that will take place in this FY; these should explain the actual dollar amounts being changed by this Bud Mod.

							CURRENT YEAR			
Fund	Job #	HR Org	CC/WBS/IO	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
1000	9025	64500	509200	Operations Supervisor	703591	(0.97)	(58,301)	(16,907)	(15,340)	(90,548)
1000	9720	64500	509200	Operations Administrator	703591	0.97	58,301	16,907	15,340	90,548
										0
				Reclass retro-active to 7/11/09						0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
TOTAL CURRENT FY CHANGES						0.00	0	0	0	0

FM Side			PS/CO Side			Cost Element/ Commitment		Notes
FM Fund Center	FM Fund Code	Functional Area	Internal Order	Cost Center	WBS Element	Item		
General Fund Contingency								
19	1000	0020		9500001000		60470		Reduce available General Fund Contingency
XX-XX	XXXXX	0020		xxx	xxx	xxxxx		Increase Expenditure
Indirect								
Central								
XX-XX	XXXXX				xxx	60350		Indirect Expenditure
19	1000	0020		9500001000		50310		Indirect reimbursement revenue in General Fund
19	1000	0020		9500001000		60470		CGF Contingency expenditure
Departmental								
xxx	XXXXX				xxx	60355		Indirect Department Expenditure
XX-XX	1000			xxx	xxx	50370		Indirect Dept reimbursement revenue in General Fund
XX-XX	1000			xxx	xxx	xxx		Off setting Dept expenditure in General Fund
Telecommunications								
XX-XX	XXXXX				xxx	60370		Departmental telecommunication expenditure
72-60	3503	0020		709525		50310		Budgets receipt of reimbursement
72-60	3503	0020		709525		60200		Budgets offsetting expenditure in telecommunications fund
Data Processing								
XX-XX	XXXXX				xxx	60380		Departmental data processing expenditures
72-60	3503	0020		709000		50310		Budgets receipt of Data Processing reimbursement
72-60	3503	0020		709000		60240		Budgets offsetting expenditures
PC Flat Fee (Flat Fee is no longer in effect for most Departments beginning in FY 2007)								
XX-XX	XXXXX				xxx	60390		Departmental PC Flat Fee expenditure
				between 709201 & 709211				
72-60	2508	0020		709211		50310		Budgets receipt of PC Flat Fee
				between 709201 & 709211				
72-60	2508	0020		709211		60240		Budgets offsetting expenditure
Electronic Service Reimbursement								
XX-XX	XXXXX					60420		Departmental Electronics expenditure
72-55	3501	0020		904200		50310		Receipt of Electronics service reimbursement
72-55	3501	0020		904200		60240		Budgets offsetting expenditure
Motor Pool								
XX-XX	XXXXX				xxx	60410		Departmental Motor Pool expenditure
72-55	3501	0020		904100		50310		Budgets receipt of Motor Pool service reimbursement
72-55	3501	0020		904100		60240		Budgets offsetting expenditure
Building Management								
XX-XX	XXXXX				xxx	60430		Departmental Building Management expenditure
72-50	3505	0020		902575		50310		Budgets receipt of Building Management service reimbursement
72-50	3505	0020		902575		60170		Budgets offsetting expenditure
Insurance Service Reimbursement								
XX-XX	XXXXX					60140 or 60145		Departmental Insurance expenditure
72-10	3500	0020		705210		50316		Insurance Revenue
72-10	3500	0020		705210		60330		Offsetting expenditure
Lease Payments to Capital Lease Retirement Fund								
XX-XX	XXXXX					60450		Departmental Capital Lease Retirement expenditure Contact your Budget Analyst to complete this.
Mail & Distribution								
XX-XX	XXXXX				xxx	60460		Mail & Distribution expenditure
72-55	3504	0020		904400		50310		Budgets receipt of service reimbursement
72-55	3504	0020		904400		60230		Budgets offsetting expenditure
Records								
XX-XX	XXXXX				xxx	60460		Records expenditure
72-55	3504	0020		904500		50310		Budgets receipt of service reimbursement
72-55	3504	0020		904500		60240		Budgets offsetting expenditure
Stores								
XX-XX	XXXXX				xxx	60460		Stores expenditure
72-55	3504	0020		904600		50310		Budgets receipt of service reimbursement
72-55	3504	0020		904600		60240		Budgets offsetting expenditure

How are functional areas assigned to cost objects?

For the most part, functional area is related to what department has recorded the revenue or expenditure (i.e. the District Attorney is reported in Public Safety and Justice). There are some exceptions to this rule that require certain funds to be assigned to a particular functional area, regardless of what department the revenues or expenditures are recorded in.

Functional Area Assignments ~ Based on Fund		
1501 – Road Fund	Roads and Bridges	80
1502 – Emergency Communications Fund	Community Services	60
1503 – Bike Path Fund	Community Services	60
1504 – Recreation Fund	Community Services	60
1506 – County School Fund	Community Services	60
1509 – Willamette River Bridges Fund	Roads and Bridges	80
1510 – Library Fund	Library	70
1512 – Land Corner Preservation Fund	Roads and Bridges	80
2500 – Justice Bond Project Fund	Public Safety and Justice	50
2501 – Revenue Bond Project Fund	Community Services	60
2502 – SB 1145 Fund	Public Safety and Justice	50
2504 – Building Project Fund	Community Services	60
2505 – Deferred Maintenance Fund	Community Services	60
2506 – Library Construction / 1996 Bonds Fund	Library	70
2507 – Capital Improvement Fund	Community Services	60
2509 – Asset Preservation Fund	Community Services	60
2510 – Library Property Fund	Library	70
3000 – Dunthorpe-Riverdale Service Dist #14 Fund	Dunthorpe-Riverdale Service Dist #14	500
3001 – Mid County Service District #1 Fund	Mid County Service District #1	510
3002 – Behavioral Health Managed Care Fund	Behavioral Health Managed Care	520

If a cost object is not in one of the funds listed above, then the functional area should be assigned based on the department that the cost object is in.

Functional Area Assignments ~ Based on Department (Fund Center)		
Non-Departmental (10, except 10-50)	General Government	20
Non-Departmental – CCFC (10-50)	Social Services	40
District Attorney (15)	Public Safety and Justice	50
Countywide (18 & 19)	General Government	20
Human Services (20, 25, 26, 30 & 31)	Social Services	40
School and Community Partnerships (21)	Social Services	40
Health (40)	Health Services	30
Community Justice (50)	Public Safety and Justice	50
Sheriff's Office (60)	Public Safety and Justice	50
County Management (72)	General Government	20
Community Services (91)	General Government	20
Library (80)	Library	70

If you have any questions or comments, please contact Susan Luce in General Ledger at ext. 22138.



Department of County Management
MULTNOMAH COUNTY OREGON
Human Resources

Multnomah Building
501 SE Hawthorne, Suite 400
Portland, Oregon 97214
(503) 988-5015 Phone
(503) 988-3009 Fax

To: Lavis Robinson, DCJ-Juvenile, Counseling and Court Services x85427
From: Elisabeth S. Nunes, Classification and Compensation Unit (503/4) *Elisabeth S. Nunes*
Date: January 15, 2010
Subject: Reclassification Request #1371 (Ops. Sup. to Community Justice Mgr. or Ops. Admin.)

We have completed our review of your request and the decision is outlined below.

Request Information:

Date Request Received: December 11, 2009
Current Classification: Operations Supervisor

Position Number: 703591
Requested Classification: Community Justice Mgr.
or Operations Administrator
Job Class Number: 9620 or 9720
Pay Grade: 126-128 or 123

Job Class Number: 9025
Pay Grade: 121

Request is: ☒ Approved as Requested
☐ Approved - Revised
☐ Denied

Effective Date: July 11, 2009

Allocated Classification: Operations Administrator Job Class Number: 9720
Pay Range: \$47,344.61 - \$66,281.33 annually Pay Grade: 123

Please note this classification decision is subject to all applicable requirements stated in MC Personnel Rule 5-50 and may require Board of County Commissioners' approval. This decision is considered preliminary until such approval is received.

Position Information:

☐ Vacant - see New/Vacant Section
☒ Filled & incumbent reclassified - see Employee Information Section
☐ Filled & incumbent not reclassified with position See New/Vacant Section

Employee Information:

Name of Incumbent Employee: Lavis Robinson
New Job Class Seniority Date: July 11, 2009

Date	Job Class and Number	Grade	Rate	Action
July 10, 2009	Operations Supervisor 9025	121	\$60,103.58 annually	Pre-reclass
July 11, 2009	Operations Administrator 9720	123	\$60,103.58 annually	Post-reclass

Reason for Classification Decision:

This position works with the Department of Community Justice's management team to implement best practices, consult, and provide input on a broad spectrum of policies, procedures, activities, and issues related to the Juvenile Services Division of DCJ. The responsibilities include carrying out the objectives and goals of the Counseling and Court Services unit; supervising, directing, coordinating, evaluating, and acting as a subject matter expert supporting the operations of this unit; and overseeing the community justice operational administrative functions. The essential job functions include supervision of 12 staff in three or more different functional units; management of operations for the Counseling and Court Services unit; planning, project coordination, policy development, and

consulting for department-wide committees and work groups; and serving as a representative for DCJ on a variety of teams, committees, community partner groups, and interagency organizations and teams.

The basic purpose of Community Justice Manager (CJM) is to use leadership, management skills, initiative, and judgment to carry out the objectives and goals of a Department of Community Justice (DCJ) program(s), unit(s) and/or department-wide community justice operational administrative functions(s). This classification works independently to supervise, direct, coordinate, evaluate and/or act as a subject matter expert supporting the operations of one or more units, programs or department-wide community justice operational administrative functions. The classification makes data-driven decisions using specialized professional/technical knowledge of community justice programs and best practices to anticipate and determine program requirements; streamline services and transform the organization into a high performance workplace. The CJM is distinguished from other classifications by **the requirement** for a specialized body of knowledge of adult and/or juvenile community justice laws, practices, and procedures; and **the ability to change assignments within DCJ programs as business needs dictate**.

Operations Administrator plans, directs and reviews the activities of multiple operations or locations and coordinates several different functions, work units, work locations, or shifts. The primary emphasis of Operations Administrator is on assigning work, establishing work schedules and monitoring work performed by subordinates in order to meet established goals and objectives. The class is distinguished from Operations Supervisor by the responsibility for **multiple** operations or work units that includes administrative and/or technical staff.

Operations Supervisor plans, organizes, and exercises supervision over the day-to-day activities of an operations or support section and performs a variety of technical tasks relative to the assigned area of responsibility. This classification is distinguished from others by the responsibility for routine day-to-day operations in a **single** work unit that includes administrative and/or technical staff and by the scope and the variety of work unit responsibilities.

This position is responsible for management and direct supervision of multiple DCJ Counseling and Court Services work units that include administrative and/or technical staff; provides guidance and recommendations on department-wide policy and procedure development; works on various teams/committees; but is *not* designed nor trained to change assignments at the management level with other DCJ program areas. Therefore, this position best fits within the Operations Administrator (9720) classification.

If you have any questions, please feel free to contact me at 503-988-5015 ext. 22342.

cc: Thach Nguyen, Supervisor/PM2
James Opoka, HR Manager
Lorraine Newell, HR Maintainer
Class Comp File Copy