



**Multnomah County**  
**Agenda Placement Request**  
**Budget Modification**  
(FY 2018)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # C.3 DATE 7/19/18  
TAJA NELSON, ASST. BOARD CLERK

**Board Clerk Use Only**

Meeting Date: 7/19/18  
Agenda Item #: C.3  
Est. Start Time: 9:30 a.m.  
Date Submitted: 7/6/18

**Agenda Title: BUDGET MODIFICATION # DCJ-02-19: Reclassifies a Vacant 1.00 FTE Clerical Unit Coordinator to a Office Assistant 2.**

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

Reclassification of a vacant 1.00 FTE Clerical Unit Coordinator (6003) to Office Assistant 2 (6001) was approved for recommendation to the Board of County Commissioners by the Class/Comp Unit of Central Human Resources on June 28, 2018, with an effective date of July 1, 2018. In addition, this budget modification moves the position from FY 2019 program offer 50018-19, Adult Recog/Pretrial Supervision Program to program offer 50033-19, Adult Field Generic Supervision High Risk - East.

**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.**

This vacant position in the Adult Services Division of DCJ is requested for reclassification from Clerical Unit Coordinator to Office Assistant 2 due to a redesigned support staff structure where the Clerical Unit Coordinator is no longer needed but an Office Assistant 2 is needed to provide clerical support at the Women and Family Services Unit. Responsibilities include performing reception duties; locking and unlocking doors at open and close; answering phone calls and transferring to appropriate locations; checking in clients; checking for staff availability; answering questions from

the public; maintaining supplies; receiving and posting supervision fee payments; performing general office clerical tasks; ensuring office supplies are stocked and in working order; preparing documents for distribution to staff; coordinating calendars and schedules; providing assistance with copier issues; assisting in ordering and receiving supplies; connecting staff to appropriate parties for general office issues.

An analysis of the Clerical Unit Coordinator, Office Assistant 2, and Office Assistant Senior classifications was performed before making an allocation decision. The duties, responsibilities, and qualifications support that this position is allocated to Office Assistant 2 (6001).

In the FY 2019 adopted budget this position is part of program offer 50018-19, Adult Recog/Pretrial Supervision Program. This budget modification moves the position to program offer 50033-19, Adult Field Generic Supervision High Risk - East.

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

There is no fiscal impact in current FY 2019 for this reclassification.

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% less than the current classification's top step.

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

This classification decision is subject to all applicable requirements stated in Personnel Rule 5-50, Classification, 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:** Joyce Resare /s/

**Date:** 7/5/18

**Budget Analyst:** Chris Yager /s/

**Date:** 7/6/18

**Department HR:** Patty Blanchard /s/

**Date:** 7/5/18

**Countywide HR:** N/A

**Date:** \_\_\_\_\_

## Exp/Rev/FTE - Budget Modification

Budget Year: 2019

Budget Modification: DCJ-02-19

### 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	50018-19	1000	50-10	0050	502230	60000 - Permanent	601,542	543,238	(58,304)	
2	50018-19	1000	50-10	0050	502230	60130 - Salary Related Expns	226,578	207,454	(19,124)	
3	50018-19	1000	50-10	0050	502230	60140 - Insurance Benefits	225,079	204,471	(20,608)	
1000 Total										(98,036)
50-10 Total										(98,036)
Program Offer Number 50018-19 Total										(98,036)
4	50033-19	1000	50-10	0050	503301	60000 - Permanent	96,086	154,390	58,304	
5	50033-19	1000	50-10	0050	503301	60130 - Salary Related Expns	32,114	51,238	19,124	
6	50033-19	1000	50-10	0050	503301	60140 - Insurance Benefits	39,809	60,417	20,608	
1000 Total										98,036
50-10 Total										98,036
Program Offer Number 50033-19 Total										98,036

## Exp/Rev/FTE - Budget Modification

Budget Year: 2019

Budget Modification: DCJ-02-19

### 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
713080	6001	Office Assistant 2	68762	1000	503301	1.00	36,371	11,930	19,105	67,406
713080	6003	Clerical Unit Coordinator	68750	1000	502230	(1.00)	(58,304)	(19,124)	(20,608)	(98,036)
Total Annualized Changes:						0.00	(\$21,933)	(\$7,194)	(\$1,503)	(\$30,630)

### 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
713080	6001	Office Assistant 2	68762	1000	503301	1.00	36,371	11,930	19,105	67,406
713080	6003	Clerical Unit Coordinator	68750	1000	502230	(1.00)	(58,304)	(19,124)	(20,608)	(98,036)
Total Current FY Changes:						0.00	(\$21,933)	(\$7,194)	(\$1,503)	(\$30,630)