



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

**Board Clerk Use Only**

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

**Agenda Item #:** \_\_\_\_\_

**Est. Start Time:** \_\_\_\_\_

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

**Agenda Title:** BUDGET MODIFICATION # DCJ-13-18: Reclassifies a Vacant 1.00 FTE Administrative Analyst to Office Assistant 2 in the Adult Svcs 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 Administrative Analyst (6033), which has been reviewed by the Class/Comp Unit of Central Human Resources. Reclassification of a 1.00 FTE Administrative Analyst (6033) to a Office Assistant 2 (6001) was approved for recommendation to the Board of County Commissioners by the Class/Comp Unit of Central Human Resources on December 18, 2017, with an effective date of December 20, 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.**

This vacant position in the Adult Services Division of DCJ is requested for reclassification from Administrative Analyst to Office Assistant 2 as the result of the position being moved to the East District Office for front desk duties. The purpose of the position is to check clients in, answer phone calls, and perform a variety of other administrative front desk duties at the East District Office. Responsibilities include acting as a receptionist; answering phone calls and assisting the public; screening Officer of the Day calls to be forwarded; receiving, sorting, and distributing correspondence; receiving and processing subpoenas and other forms; notarizing documents; recording reports sent out to agencies in a database; receiving and verifying cash payments; preparing deposits for pick-ups; scheduling meetings and coordinating staff calendars; scheduling client appointments and making appointment reminder calls; notifying Facilities of building issues;

updating database with client treatment progress reports and notices; ordering and maintaining office supplies and forms; processing personnel, payroll, accounting, and purchasing information and documents.

An analysis of the Administrative Analyst, 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 2018 adopted budget this position is part of program offer 50017-18, Adult Support Services. This budget modification moves the position into FY 2018 program offer 50023-18, Adult Field Generic Supervision High Risk.

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

There is no fiscal impact in current FY 2018 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 38% 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, 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

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**Budget Modification**

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**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

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**Required Signature**

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**Elected Official or  
Dept. Director:** \_\_\_\_\_

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

**Budget Analyst:** \_\_\_\_\_

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

**Department HR:** \_\_\_\_\_

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

**Countywide HR:** \_\_\_\_\_

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