



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(Revised: 5/24/13)

Board Clerk Use Only

Meeting Date: 2/20/14
Agenda Item #: C.1
Est. Start Time: 9:30 am
Date Submitted: 2/5/14

Agenda Title: **BUDGET MODIFICATION # DCJ-14 Reclasses a 0.80 FTE Human Resources Analyst 1 to a Human Resources Analyst 2 in the Director's Office.**

Note: if Contingency, use that form. If item other than a BudMod, please use different APR. : Title should not be more than 2 lines but sufficient to describe the action requested.

Requested Meeting Date: February 27, 2014 **Time Needed:** N/A
Department: Dept. of Community Justice **Division:** Director's Office
Contact(s): Joyce Resare
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 reclass a 0.80 FTE Human Resources Analyst 1, 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 0.80 FTE Human Resources Analyst 1 (9080) to a Human Resources Analyst 2 (9670) was approved for recommendation to the Board of County Commissioners by the Class/Comp Unit of Central Human Resources on January 23, 2014, with a retro-active date of July 13, 2013.

In 2006 the duties and responsibilities of this position were reorganized to focus on leave administration, including administration of DCJ's non-occupational light duty program, and liaison for worker's compensation with Risk Management and unemployment claims with Central Labor Relations. The current incumbent started performing these duties since 2009. Today, as DCJ's Leave Administrator, the current incumbent manages the leave

administration process from start to finish for the Department of Community Justice. This requires advance knowledge of FMLA, OFLA, and other leave administration laws at the local, state, and federal level. The primary functions of this position consist of leave administration and acting as a liaison for: non-occupational light duty administration, worker's compensation, benefits, ADAAA, and special equipment. Additionally, this position provides consultation and technical assistance to management and employees on a variety of human resources issues.

An analysis of the Human Resources Analyst 1 (NR) and Human Resources Analyst 2 (NR) classifications was performed before making an allocation decision. The duties, responsibilities and qualifications support that this position is allocated to Human Resources Analyst 2 (NR) (9670).

In the FY 2014 Budget this position is part of program offer 50005 – DCJ Human Resources.

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

There is no fiscal impact for FY 2014 as the pay scale for these two classifications overlap. In subsequent fiscal years, the reclassified position will be subject to approved cost of living adjustments (COLA) and merit increases. The current top step of the new classification is 18% 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 and/or other government participation that has or will take place.

N/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 classification decision from the Class/Comp Unit of Central Human Resources

- **Do any personnel actions result from this budget modification? Explain.**

Yes, the current incumbent will be reclassified with this position retro-active to 7/13/2013

- 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: Attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.

Required Signatures

Elected Official or Dept Director:	Joyce Resare for Scott Taylor /s/	Date: 2/05/2014
Budget Analyst:	Allen Vogt /s/	Date: 2/05/2014
Department HR:	James Opoka /s/	Date: 2/05/2014
Countywide HR:	Olga Ward /s/	Date: 2/05/2014

Note: Please submit electronically. Insert names of your approvers followed by /s/ - we no longer use actual signatures. Please date each signature. Use "n/a" when signature not applicable."