



**MULTNOMAH COUNTY  
AGENDA PLACEMENT REQUEST  
BUDGET MODIFICATION**

(revised 12/31/09)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # C-2 DATE 7/15/2010  
LYNDA GROW, BOARD CLERK

**Board Clerk Use Only**

Meeting Date: 7/15/2010  
Agenda Item #: C-2  
Est. Start Time: 9:30 am

**BUDGET MODIFICATION: DCJ - 02**

**BUDGET MODIFICATION DCJ-02 Reclasses a 1.00 FTE Program**  
**Agenda Development Specialist to a Corrections Technician in the Adult Services**  
**Title: Division, as 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:** July 15, 2010 **Amount of Time Needed:** N/A  
**Department:** Dept. of Community Justice **Division:** Adult Services Division  
**Contact(s):** Shaun Coldwell  
**Phone:** 503-988-3961 **Ext.** 83961 **I/O Address:** 503 / 250  
**Presenter(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 Program Development Specialist 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 vacant 1.00 FTE Program Development Specialist [6021] position to a Corrections Technician [6266] was approved for recommendation to the Board of County Commissioners by the Class/Comp Unit of Central Human Resources on July 1, 2010, to be effective July 1, 2010.

This position is assigned to Enhanced Bench Probation (EBP) in the Adult Services Division. EBP

monitors adult offenders on bench probation who have one or more convictions for Driving Under the Influence of Intoxicants (DUII). This request for reclassification converts a vacant Program Development Specialist position back to a Corrections Technician as the systems and procedures have been addressed, established and refined. This position is the lead and will perform work relating to determining if offenders are eligible for the program, notification to judges when DUII offenders on EBP have law enforcement contacts that reveal alcohol use, illegal driving, new criminal charges, or which appear to constitute a significant danger to public safety. Responsibilities include monitoring the computer billing system, Law Enforcement Database System (LEDS) monitoring, tracking offenders, providing information, and functioning as the Lead Corrections Technician.

This position is part of FY 2011 Program Offer 50057 – Adult DUII Supervision & Enhanced Bench

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

For current year FY-2011 this reclassification decreases DCJ's personnel expense budget by \$(15,092). The decreased personnel expense budget is offset by an increase of \$15,092 in DCJ's supplies budget, respectively. This position is ongoing and is expected to be included in the FY-2012 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

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## ATTACHMENT A

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### Budget Modification

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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.**

No, as this position is currently vacant.

- **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?**

This revenue is generated from fees collected from Enhanced Bench Probation and is ongoing.

- **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

<p><i>NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense &amp; Revenues Worksheet and/or a Budget Modification Personnel Worksheet.</i></p>
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## ATTACHMENT B

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**BUDGET MODIFICATION: DCJ - 02**

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### Required Signatures

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

Handwritten signature: *Scott Taylor*

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

**Budget Analyst:**

**Shannon Busby**

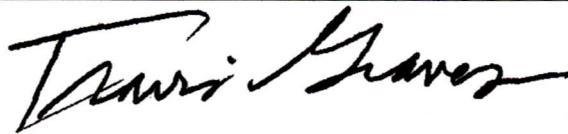
**Date:** \_\_\_\_\_

Handwritten signature: *Prudence Veach*

**Department HR:**

**Prudence Veach**

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

Handwritten signature: *Travis Graves*

**Countywide HR:**

**Travis Graves**

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

Budget Modification ID: **DCJ-02**

## 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: 2011

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	50-10	1516	50057	50		C.J054.ENHANCEDBENCH		60000	146,939	133,147	(13,792)		Salary
2	50-10	1516	50057	50		C.J054.ENHANCEDBENCH		60120	0	2,891	2,891		Premium - Lead Pay
2	50-10	1516	50057	50		C.J054.ENHANCEDBENCH		60130	44,111	40,839	(3,272)		Fringe
3	50-10	1516	50057	50		C.J054.ENHANCEDBENCH		60140	50,635	49,716	(919)		Insurance
3	50-10	1516	50057	50		C.J054.ENHANCEDBENCH		60240	1,163	16,255	15,092		Supplies
4										0		0	ASD Enhanced Bench reclass
4										0			
5	72-10	3500		20		705210		50316		919	919		Insurance Revenue
5	72-10	3500		20		705210		60330		(919)	(919)		Claims Paid
6										0		0	
6										0			
7										0			
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