



**MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST
BUDGET MODIFICATION**

(Revised: 5/24/13)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C-5 DATE 8/15/13
LYNDA GROW, BOARD CLERK

Board Clerk Use Only

Meeting Date: 8/15/13
Agenda Item #: C.5
Est. Start Time: 9:30 am
Date Submitted: 8/7/13

**BUDGET MODIFICATION # DCJ-05 reclasses a 1.00 FTE Program Coordinator
Agenda to a Program Supervisor in the Juvenile Services Division, as Determined by
Title: the Class/Comp Unit of Central Human Resources.**

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: August 15, 2013 **Time Needed:** N/A
Department: Dept. of Community Justice **Division:** Juvenile Services Div
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 reclassify a Program Coordinator 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 Program Coordinator (6022) position to a Program Supervisor (9361) was approved for recommendation to the Board of County Commissioners by the Class/Comp Unit of Central Human Resources on August 6, 2013 with an effective date of September 3, 2013.

This position was originally designed as a Program Coordinator with duties involving program development, design, implementation, and support staff coordination. Due to increased client services provided, two additional permanent and five on-call staff being added, this position is now required to provide direct supervision. The new duties of this

position will include participating in the recruitment and hiring of staff, training staff in policies, procedures, and performance management. This position will also function as a subject matter expert and liaison to community partners through the provision of expert witness testimony, training of professional partners (law enforcement, judges, attorneys, agency leaders, etc.), and collaboration with entities that coordinate the community response to domestic violence. This role requires subject matter expertise in the area of domestic violence, including skills and experience providing services to domestic violence offenders and victims. Additionally, this position requires education equivalent to a Bachelor's degree in public administration, social work or related field; a Master's degree in a human services field preferred.

An analysis of the Program Coordinator, Operations Supervisor and Program Supervisor was performed before making an allocation decision. The level of program management and required expertise of this position make it more appropriate to be allocated to a Program Supervisor (9361).

In the FY 2014 Adopted Budget this position is part of Program Offer 50015 – Family Court Services Supervised Parenting Time.

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 32% 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.

The change to this position involves an increase in management responsibilities effective September, 2013. Per MC Personnel Rule 5-50-55, in order for an employee to be reclassified with his/her position, the change in duties, authority, and responsibility must occur gradually over a period of time; and the employee must have been performing the new duties for at least six (6) months prior to the reclassification request. The employee must also meet the minimum qualifications for the new classification. As this position is reclassified due to reorganization, a limited recruitment process may be conducted.

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, since this position reclass is due to reorganization a limited recruitment process may be conducted. The current incumbent must go through the application process in order to be considered for this position.
- **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: 8/07/2013 |
| Budget Analyst: | Allen Vogt /s/ | Date: 8/07/2013 |
| Department HR: | James Opoka /s/ | Date: 8/07/2013 |
| Countywide HR: | Olga Ward /s/ | Date: 8/07/2013 |

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."

Budget Modification ID: DCJ-05

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: 2014

| Line No. | Fund Center | Fund Code | Program # | Func. Area | Internal Order | Accounting Unit | | Cost Element | Current Amount | Revised Amount | Change Increase/ (Decrease) | Subtotal | Description |
|----------|-------------|-----------|-----------|------------|----------------|-----------------|-------------|--------------|----------------|----------------|-----------------------------|----------|----------------|
| | | | | | | Cost Center | WBS Element | | | | | | |
| 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 |

No Fiscal impact.

| FM Side | | | PS/CO Side | | | Cost Element/Commitment Item | Notes |
|--|--------------|-----------------|----------------|-------------|-------------|------------------------------|--|
| FM Fund Center | FM Fund Code | Functional Area | Internal Order | Cost Center | WBS Element | | |
| 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 | 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 |
| 78-70 | 3503 | 0020 | | 709525 | | 50310 | Budgets receipt of reimbursement |
| 78-70 | 3503 | 0020 | | 709525 | | 60200 | Budgets offsetting expenditure in telecommunications fund |
| Data Processing | | | | | | | |
| xx-xx | xxxxx | | | | xxx | 60380 | Departmental data processing expenditures |
| 78-70 | 3503 | 0020 | | 709599 | | 50310 | Budgets receipt of Data Processing reimbursement |
| 78-70 | 3503 | 0020 | | 709599 | | 60240 | Budgets offsetting expenditures |
| Electronic Service Reimbursement | | | | | | | |
| xx-xx | xxxxx | | | | | 60420 | Departmental Electronics expenditure |
| 78-60 | 3501 | 0020 | | 904200 | | 50310 | Receipt of Electronics service reimbursement |
| 78-60 | 3501 | 0020 | | 904200 | | 60240 | Budgets offsetting expenditure |
| Motor Pool: Use this cost center if you are adding funds for motor pool use. | | | | | | | |
| xx-xx | xxxxx | | | | xxx | 60410 | Departmental Motor Pool expenditure |
| 78-30 | 3501 | 0020 | | 904150 | | 50310 | Budgets receipt of Motor Pool service reimbursement |
| 78-30 | 3501 | 0020 | | 904150 | | 60240 | Budgets offsetting expenditure |
| Fleet: Use this cost center if you are adding funds for dedicated program cars. | | | | | | | |
| xx-xx | xxxxx | | | | xxx | 60410 | Departmental Fleet expenditure |
| 78-60 | 3501 | 0020 | | 904100 | | 50310 | Budgets receipt of Fleet service reimbursement |
| 78-60 | 3501 | 0020 | | 904100 | | 60240 | Budgets offsetting expenditure |
| Building Management | | | | | | | |
| xx-xx | xxxxx | | | | xxx | 60430 | Departmental Building Management expenditure |
| 78-50 | 3505 | 0020 | | 902575 | | 50310 | Budgets receipt of Building Management service reimbursement |
| 78-50 | 3505 | 0020 | | 902575 | | 60170 | Budgets offsetting expenditure |
| Insurance Service Reimbursement | | | | | | | |
| xx-xx | xxxxx | | | | | 60140 or 60145 | Departmental Insurance expenditure |
| 72-80 | 3500 | 0020 | | 705210 | | 50316 | Insurance Revenue |
| 72-80 | 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 |
| 78-20 | 3504 | 0020 | | 904400 | | 50310 | Budgets receipt of service reimbursement |
| 78-20 | 3504 | 0020 | | 904400 | | 60230 | Budgets offsetting expenditure |
| Records | | | | | | | |
| xx-xx | xxxxx | | | | xxx | 60460 | Records expenditure |
| 78-20 | 3504 | 0020 | | 904500 | | 50310 | Budgets receipt of service reimbursement |
| 78-20 | 3504 | 0020 | | 904500 | | 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 | | |
|--|----------------------------------|------|
| Special Revenue Funds | | |
| 1501 - Road Fund | Road & Bridges | 0080 |
| 1502 - Emergency Communications Fund | Community Services | 0060 |
| 1503 - Bike Path Fund | Community Services | 0060 |
| 1504 - Recreation Fund | Community Services | 0060 |
| 1506 - County School Fund | Community Services | 0060 |
| 1508 - Animal Control Fund | Community Services | 0060 |
| 1509 - Willamette River Bridges Fund | Roads & Bridges | 0080 |
| 1510 - Library Fund | Library | 0070 |
| 1512 - Land Corner Preservation Fund | Roads & Bridges | 0080 |
| 1518 - Oregon Historical Society Special Levy | Community Services | 0060 |
| 1519 - Video Lottery | Community Services | 0060 |
| Capital Project Funds | | |
| 2504 - Building Project Fund | Community Services | 0060 |
| 2507 - Capital Improvement Fund | Community Services | 0060 |
| 2508 - Asset Acquisition Fund | Community Services | 0060 |
| 2509 - Asset Preservation Fund | Community Services | 0060 |
| 2511 - Sellwood Bridge Replacement | Roads & Bridges | 0080 |
| Enterprise Funds | | |
| 3000 - Dunthorpe-Riverdale Svc Dist #14 Fund | Dunthorpe-Riverdale Svc Dist #14 | 0500 |
| 3001 - Mid County Svc Dist #1 Fund | Mid County Svc Dist #1 | 0510 |
| 3002 - Behavioral Health Managed Care Fund | Behavioral Health Managed Care | 0520 |

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-Dept (10, except 10-50) | General Government | 0020 |
| Non-Dept CCFC (10-50) | Social Services | 0040 |
| District Attorney (15) | Public Safety & Justice | 0050 |
| Countywide (18 & 19) | General Government | 0020 |
| Human Services (20, 21, 25, 26, 30 & 31) | Social Services | 0040 |
| Health (40) | Health Services | 0030 |
| Community Justice (50) | Public Safety & Justice | 0050 |
| Sheriff's Office (60) | Public Safety & Justice | 0050 |
| County Management (72) | General Government | 0020 |
| County Assets (78) | General Government | 0020 |
| Library (80) | Library | 0070 |
| Community Services (91) | General Government | 0020 |

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