



Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

Board Clerk Use Only

Meeting Date: _____

Agenda Item #: _____

Est. Start Time: _____

Date Submitted: _____

Agenda Title: BUDGET MODIFICATION # DCJ-03-17: Reclassifies 3.00 FTE Office Assistant 2 to Program Technicians in the Adult Services Division.

Requested Meeting Date: _____ **Time Needed:** N/A

Department: 50 - Community Justice **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 3.00 FTE Office Assistant 2 (6001), which has been reviewed by the Class/Comp Unit of Central Human Resources.

Reclassification of 3.00 FTE Office Assistant 2 (6001) to Program Technician (6020) was approved for recommendation to the Board of County Commissioners by the Class/Comp Unit of Central Human Resources on June 3, 2016. 1.50 FTE are currently filled and the reclassification is effective November 20, 2015 (six months retro-active). The remaining 1.50 FTE are currently vacant so the reclassification of those positions is effective June 3, 2016.

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.

Due to reorganization, the essential functions of these positions changed, therefore a reclassification is requested. The merger of the Day Reporting Center and Londer Learning Center on 11/1/15 resulted in the need for these positions to track and monitor sanctioned and non-sanctioned clients, work with Corrections Counselors and Parole/Probation Officers to ensure clients engage in programming and make educational gains in classroom and lab setting. The positions will assist Basic Skills Educators in providing instructional assistance and tutoring to adult

students, dialog with clients to prompt behavior changes; tutor math, reading, writing and computer skills, and to help students complete projects and computer-based lessons assigned by teachers or counselors. Additionally, these positions will perform maintenance of detailed records in multiple databases, verify accuracy of information, extract data to create class lists and reports, tally and track student attendance, organize and maintain student and center records.

An analysis of the Office Assistant 2, Office Assistant Senior, and Program Technician classifications was performed before making an allocation decision. The current duties, responsibilities and level of independent judgment better fit the Program Technician (6020) classification.

In the FY 2017 Adopted Budget these positions are part of program offer 50028A-17, The Change Center.

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

For current FY 2017 these reclassifications increase DCJ's personnel budget by \$17,444. The increase is offset by decreasing the Temporary budget by \$(8,255), the Premium Pay budget by \$(5,399), and the Materials & Services budget by \$(3,790) in the same program offer for a net zero impact.

In subsequent fiscal years, the reclassified positions will be subject to approved cost of living adjustments (COLA) and step increases. The current top step of the new classification is 16% 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 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?

Service reimbursement from the general fund to the risk management fund is increased by \$482

(insurance benefits).

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?

Yes, the current incumbents will be reclassified with their position retro-active to November 20, 2015.

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:** _____

Date: _____

Budget Analyst: _____

Date: _____

Department HR: _____

Date: _____

Countywide HR: _____

Date: _____