



**MULTNOMAH COUNTY  
AGENDA PLACEMENT REQUEST  
BUDGET MODIFICATION**

(revised 08/02/10)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS

AGENDA # C-1 DATE 12/20/12  
MARINA BAKER, ASST BOARD CLERK

**Board Clerk Use Only**

Meeting Date:	12/20/12
Agenda Item #:	C.1
Est. Start Time:	9:30 am
Date Submitted:	12/3/12

**BUDGET MODIFICATION: DCJ - 07**

<b>Agenda Title:</b>	<b>BUDGET MODIFICATION # DCJ-07 Reclassifies a 1.00 FTE Vacant Marriage &amp; Family Counselor to a Marriage &amp; Family Counselor Associate in the Juvenile Services Division, as Determined by the Class/Comp Unit of Central Human Resources.</b>
----------------------	---

*Note: For all other submissions (i.e. Notices of Intent, Ordinances, Resolutions, Orders or Proclamations) please use the APR short form.*

<b>Requested Meeting Date:</b>	<u>December 20, 2012</u>	<b>Amount of Time Needed:</b>	<u>N/A</u>
<b>Department:</b>	<u>Dept. of Community Justice</u>	<b>Division:</b>	<u>Juvenile Services Division</u>
<b>Contact(s):</b>	<u>Joyce Resare</u>		
<b>Phone:</b>	<u>503-988-3961</u>	<b>Ext.</b>	<u>83961</u>
		<b>I/O Address:</b>	<u>503 / 250</u>
<b>Presenter Name(s) &amp; Title(s):</b>	<u>Consent Calendar</u>		

**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 1.00 FTE Vacant Marriage & Family Counselor 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 Vacant Marriage & Family Counselor [6369] position to a Marriage & Family Counselor Associate [6309] was approved for recommendation to the Board of County Commissioners by the Class/Comp Unit of Central Human Resources on November 30, 2012 with an effective date of November 30, 2012.

The Family Court Services program recently re-evaluated its workload and clients' needs. Because

**Budget Modification APR  
Submit to Board Clerk**

the number of mediation referrals has remained constant, clients are waiting up to six weeks to obtain mediation services, which represent the primary mission of this program. Family Court Services needs to use this position to provide mediation intake and referral in order to increase their ability to respond to the current workload. The primary purpose of this position will be to provide information and referral, intake, orientation, and domestic relations mediation to families experiencing child custody and parenting time disputes.

Marriage and Family Counselor Associates provide intake and referral services, child custody mediation and conciliation services, and limited child custody evaluation to families experiencing conflicts related to divorce and separation. Positions at this level are distinguished from the Marriage and Family Counselor in that the latter performs the most difficult and responsible types of mediation, custody evaluations, and conciliation services. Marriage and Family Counselor Associate is further distinguished from the Mental Health Consultant and the Clinical Services Specialist classifications in that the latter two assess and evaluate client problems and provide counseling which is not court mandated.

This position requires education equivalent to a master's degree with major course work in psychology, counseling, social work, or a related field and at least two years of case management, counseling, and/or mediation experience. In addition, this position must meet the state training requirements for court connected Domestic Relations Mediators.

The purpose, duties, and qualifications of this position as described best fit the Marriage and Family Counselor Associate [6309] job classification.

In the FY 2013 Adopted Budget this position is part of Program Offer 50018 – Family Court Services.

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

There is no fiscal impact for FY 2013 as the pay scale for these two classifications overlap. This position is ongoing and is expected to be included in the FY-2014 budget submittal.

**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.

If a position is vacant or the incumbent is not reclassified with the position, the position must be filled in accordance with normal appointment procedures. If a position is reclassified due to reorganization, a limited recruitment 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

---

## **ATTACHMENT A**

---

---

### **Budget Modification**

---

**Budget Modification APR  
Submit to Board Clerk**

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, 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?

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: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.*

---

## ATTACHMENT B

---

**BUDGET MODIFICATION: DCJ - 07**

---

### Required Signatures

---

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

Joyce Resare for Scott Taylor /s/

**Date:** 12/2/12

**Budget Analyst:**

Shannon Busby

**Date:** 12/2/12

**Department HR:**

James Opoka

**Date:** 12/2/12

**Countywide HR:**

Olga Ward

**Date:** 12/2/12

---

**Budget Modification APR  
Submit to Board Clerk**

Budget Modification ID: **DCJ-07****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: 2013

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										0			
2													
3													
4													
5													
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