



**Multnomah County
Agenda Placement Request
Budget Modification
(FY 2018)**

Board Clerk Use Only

Meeting Date: _____
Agenda Item #: _____
Est. Start Time: _____
Date Submitted: _____

Agenda Title: BUDGET MODIFICATION # DCJ-12-18: Reclassifies a Vacant 1.00 FTE Records Technician to Office Assistant Sr in the Adult Services Div.

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

Department: 50 - Community Justice **Division:** Adult Services 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 a vacant 1.00 FTE Records Technician (6157), which has been reviewed by the Class/Comp Unit of Central Human Resources. Reclassification of a 1.00 FTE Records Technician (6157) to a Office Assistant Senior (6002) was approved for recommendation to the Board of County Commissioners by the Class/Comp Unit of Central Human Resources on December 18, 2017, with an effective date of December 15, 2017.

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.

This vacant position in the Pretrial Services Program is requested for reclassification from Records Technician to Office Assistant Senior due to staffing changes in the unit creating the need for a position to support staff with record maintenance, purchasing, payroll, and training. Responsibilities include answering phone calls and assisting the public; referring calls to appropriate areas; performing general office duties including filing, copying, reception and phone coverage, processing records, and collecting fees; communicating scheduling impacts of vacations, trainings, and other events to management; directing and prioritizing the work of clerical personnel; performing highly complex office support duties such as maintenance of detailed records, and the gathering, verifying, and correcting of information; following retention schedule and archiving policies; identifying content and allowable material; completing time entry and interpreting union

contracts when doing so; adhering to procurement processes, FIN regulations, and GL codes; assisting with developing the processing of forms, notices, orders, or materials for program area functions; adhering to guidelines for release of public records; providing input on work procedures, goals, and outcomes; accessing data from DOC, JJIS, LEDS, and other systems; acting as a liaison to IT and telecom; coordinating, compiling, and evaluating data for complex reports using spreadsheets, databases, and presentation applications.

An analysis of the Records Technician, Office Assistant2, and Office Assistant Senior classifications was performed before making an allocation decision. The duties, responsibilities, and qualifications support that this position is allocated to Office Assistant Senior (6002).

In the FY 2018 budget this position is part of program offer 50018-18; Adult Recog/Pretrial Supervision Program.

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

There is no fiscal impact in current FY 2018 for this reclassification because the pay scales of these two job classifications overlap.

In subsequent fiscal years, the reclassified position will be subject to approved cost of living adjustments (COLA) and step increases. The current top step of the new classification is 3% less than the current classification's top step.

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?

N/A

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?

No, the position is currently vacant.

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: _____