



**MULTNOMAH COUNTY  
AGENDA PLACEMENT REQUEST  
BUDGET MODIFICATION**

(revised 08/02/10)

<b>Board Clerk Use Only</b>	
<b>Meeting Date:</b>	2/14/12
<b>Agenda Item #:</b>	C.2
<b>Est. Start Time:</b>	9:30 am
<b>Date Submitted:</b>	1-25-13

**BUDGET MODIFICATION: DCJ - 10**

**Agenda Title:** BUDGET MODIFICATION # DCJ-10 Reclasses a 1.00 FTE Administrative Analyst to a HR Analyst 2 Non-Represented in the Director’s Office, 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.*

<b>Requested Meeting Date:</b>	February 14, 2012	<b>Amount of Time Needed:</b>	N/A
<b>Department:</b>	Dept. of Community Justice	<b>Division:</b>	Director’s Office
<b>Contact(s):</b>	Joyce Resare		
<b>Phone:</b>	503-988-3961	<b>Ext.:</b>	83961
<b>I/O Address:</b>	503 / 250		
<b>Presenter Name(s) &amp; Title(s):</b>	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 1.00 FTE Administrative Analyst position which has been reviewed and determined 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 Administrative Analyst (6033) position to a HR Analyst 2 Non-Represented (9670) was approved for recommendation to the Board of County Commissioners by the Class/Comp Unit of Central Human Resources on January 22, 2013 with an effective date of February 1, 2013.

During the development of the FY 2013 budget, the decision was made to eliminate the Community Justice Manager position. It was at this time that HIPAA, Safety, and PREA coordination responsibilities were assigned to this position. Over the past several months, these changes have resulted in modifications to the scope of the position’s responsibilities. In addition to the incumbent having a broader range of responsibilities, there is an increase of higher level decision making that entails significant involvement with handling confidential documents and communication, compiling information for contract administration and negotiations, and assisting in the development of memorandums of understanding.

This position is responsible for expertise and management of four organizational content areas: Department and Division (Adult and Juvenile Services Divisions) policies and procedures, Department Safety, Department Health Insurance Portability and Accountability Act (HIPAA), and Prison Rape Elimination Act (PREA). Essential functions of this position include: create policy drafts based on analysis of existing county policies, best practices, legal requirements, and/or leadership requests; advise managers and employees on policy content and related supporting forms; represent DCJ on monthly countywide steering committee meetings; annually evaluate and update nine site-specific Emergency Safety Plans; review and update primary department safety policies; advise managers and employees on the department's role in prevention, training, processing sex abuse allegation reports, and audits; monitor and evaluate the department's response to abuse allegations and provide feedback on oversights or insufficient methods of response; investigate, respond to and document department breaches of confidential information; develop, implement and monitor compliance with OSHA mandated Personal Protective Equipment plans for multiple job classifications; research, analyze, and summarize information for grievance/arbitration hearings and contract negotiations; and develop/facilitate trainings for employees.

The expected responsibilities and scope of this position were compared with the Administrative Analyst, as well as the HR Analyst 2/NR job classifications. The analysis conducted by the Class/Comp Unit of Central Human Resources determined that the current Administrative Analyst classification was too broad in scope and did not address the HR-specific focus and confidential nature of the position. The purpose, essential functions and level of responsibility for this position are consistent with the HR Analyst 2/NR (9670) classification, and meet PECBA requirements regarding confidential employee/labor relations and other general work assignments.

In the FY 2013 Adopted Budget this position is part of Program Offer 50006 – Quality Systems & Evaluation 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. 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 19% 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.**

When a position is reclassified from a represented classification to a non-represented classification benefits will change. Given policy and/or contract issues regarding differences in benefits (such as varying medical plans, VEBA contributions, disability) and union dues, etc., there is no retroactivity for jobs changing employment status from represented to management.

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

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. This position is funded 100% by County General Fund.
- **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.**  
Yes, the current incumbent will be reclassified with this position effective February 1, 2013.
- **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 - 10**

### Required Signatures

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

Joycoe Resare for Scott Taylor /s/

**Date:** 1/25/13

**Budget Analyst:**

Shannon Busby /s/

**Date:** 1/25/13

**Department HR:**

James Opoka /s/

**Date:** 1/25/13

**Countywide HR:**

Olga Ward /s/

**Date:** 1/25/13