



# 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-15-16: Reclasses a Vacant 1.00 FTE Program Specialist Senior to Program Specialist in the Director's Office**

Requested Meeting Date: \_\_\_\_\_ Time Needed: N/A

Department: 50 - Community Justice Division: Director's Office

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 Program Specialist Senior (6088), which has been reviewed by the Class/Comp Unit of Central Human Resources.

Reclassification of a vacant 1.00 FTE Program Specialist Senior (6088) to a Program Specialist (6021) was approved for recommendation to the Board of County Commissioners by the Class/Comp Unit of Central Human Resources on February 19, 2016, with an effective date of February 22, 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.

DCJ Crime Victim's Services coordinates and enhances the agency's response to crime victims of adult and juvenile offenders on supervision. The Crime Victims Services Unit is responsible for problem-solving to improve responses to crime victims both within DCJ and across our public safety partners. This position was originally classified as Program Specialist Senior and is now vacant. Currently, the operational needs of the unit only require 1 Program Specialist Senior position which the unit already has. This position will no longer be the driver of the sex trafficking work as those duties belong to the other Senior Program Specialist position (currently filled). The primary focus of this revised position will be on external collaboration. The internal DCJ

collaboration responsibilities related to funding and grant project management have all been moved to the Senior Program Specialist position. This position will assist in creating and maintaining the system response for victim services; and serve as a subject matter expert (SME). The essential functions will include: providing planning, coordination, implementation, data collection of programs; serve as a liaison between the agency and community; perform training and make presentations about the program.

An analysis of the Program Specialist and Program Specialist Senior classifications was performed before making an allocation decision. The duties, responsibilities and qualifications support this position is allocated to Program Specialist (6021).

In the FY 2016 Adopted Budget this position is part of program offer 50003-16, DCJ Crime Victims Unit.

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

There is no fiscal impact in current FY 2016 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 16% less than the current classification's top step, for a difference of \$12,695.

**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

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**Budget Modification**

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**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

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**Required Signature**

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**Elected Official or  
Dept. Director:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Budget Analyst:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Department HR:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Countywide HR:** \_\_\_\_\_

**Date:** \_\_\_\_\_