



**Multnomah County
Agenda Placement Request
Budget Modification**

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C-4 DATE 3/17/16
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 3/17/16
Agenda Item #: C.4
Est. Start Time: 9:30 am
Date Submitted: 3/3/16

Agenda Title: BUDGET MODIFICATION # DCJ-16-16: Reclasses 4.00 FTE Operations Process Specialist to Business Process Spec. in the Director's Office

Requested Meeting Date: 3/17/16 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 4.00 FTE Operations Process Specialist (6500), which has been reviewed by the Class/Comp Unit of Central Human Resources.

Reclassification of 4.00 FTE Operations Process Specialist (6500) to Business Process Specialist (6501) was approved for recommendation to the Board of County Commissioners by the Class/Comp Unit of Central Human Resources with an effective date retro-active to August 12, 2015 for the three positions that are currently filled. The fourth position is currently vacant and is reclassified effective February 24, 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.

These positions are within the DCJ Business Applications and Technology (BAT) Team and are an employee initiated reclassification request from an Operations Process Specialist to a Business Process Consultant as a result of a gradual change in duties over the last 6+ months. The primary purpose of these positions is to support the department by providing a wide range of knowledge in departmental business processes, operations, services, and functions, and to provide analysis and recommendations regarding the department's information systems needs. These positions have been contributing broad oversight of large, complex/critical projects and have significant, advanced

decision-making authority in facilitating system-wide changes in business applications and technology. These positions also create data queries and produce reports that are used to review and evaluate significant operations process changes, new application functionality and system upgrades to assess the impact on the department and makes recommendations to users, external partners and to executive management.

An analysis of the Operations Process Specialist, Data Analyst Senior, and Business Process Consultant classifications was performed before making an allocation decision. The duties, responsibilities and qualifications support that these positions be allocated to Business Process Consultant (6501).

In the FY 2016 Adopted Budget these positions are part of program offer 50002-16, DCJ Business Applications & Technology.

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

There is no fiscal impact in current FY 2016 for these reclassifications because the pay scales of these two job classifications overlap.

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 23% 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 \$220 (insurance benefits).

8. What do the changes accomplish?

Approval of four reclassification decisions from the Class/Comp Unit of Central Human Resources.

9. Do any personnel actions result from this budget modification?

Yes, the current three incumbents will be reclassified with these positions retro-active to August 12, 2015. The fourth 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:** Joyce Resare /s/

Date: 2/29/16

Budget Analyst: Chris Yager /s/

Date: 3/3/16

Department HR: Kevin Alano /s/

Date: 2/29/16

Countywide HR: Olga Ward /s/

Date: 2/29/16

Exp/Rev/FTE - Budget Modification

Budget Year: 2016

Budget Modification: DCJ-16-16

Expenditures & Revenues

An increase in revenue is shown as a negative value and a decrease as a positive value for consistency with SAP.

Line No.	Program Offer Number	Fund Code	Fund Center	Func. Area	Cost Object	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
1	50002-16	1000	50-90	0050	509420	60000 - Permanent	450,856	453,940	3,084	
2	50002-16	1000	50-90	0050	509420	60130 - Salary Related Expns	155,872	152,568	(3,304)	
3	50002-16	1000	50-90	0050	509420	60140 - Insurance Benefits	117,601	117,821	220	
1000 Total										0
50-90 Total										0
Program Offer Number 50002-16 Total										0
4	72020-16	3500	72-80	0020	705210	50316 - Svc Rmb Med/Dental	(71,378,629)	(71,378,849)	(220)	
5	72020-16	3500	72-80	0020	705210	60330 - Claims Paid	7,873,134	7,873,354	220	
3500 Total										0
72-80 Total										0
Program Offer Number 72020-16 Total										0

Exp/Rev/FTE - Budget Modification

Budget Year: 2016

Budget Modification: DCJ-16-16

Annualized Personnel Changes

Change is shown on a full year basis even though this action affects only a part of the fiscal year (FY).

						Annualized				
Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
710180	6500	Operations Process Specialist	65350	1000	509420	(1.00)	(67,745)	(23,264)	(19,064)	(110,073)
710180	6501	Business Process Consultant	65350	1000	509420	1.00	69,024	23,703	19,156	111,884
710357	6500	Operations Process Specialist	65350	1000	509420	(1.00)	(67,745)	(23,264)	(19,064)	(110,073)
710357	6501	Business Process Consultant	65350	1000	509420	1.00	67,745	19,436	19,064	106,245
713661	6500	Operations Process Specialist	65350	1000	509420	(1.00)	(67,745)	(23,264)	(19,064)	(110,073)
713661	6501	Business Process Consultant	65350	1000	509420	1.00	67,745	19,436	19,064	106,245
714154	6500	Operations Process Specialist	65350	1000	509420	(1.00)	(62,012)	(21,295)	(18,648)	(101,955)
714154	6501	Business Process Consultant	65350	1000	509420	1.00	67,746	19,437	19,062	106,245
Total Annualized Changes:						0.00	\$7,014	(\$9,075)	\$506	(\$1,556)

Current Year Personnel Changes

Cost/savings that will take place in this FY; these explain the actual dollar amounts being changed by this BudMod.

						Current Year				
Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
710180	6500	Operations Process Specialist	65350	1000	509420	(0.92)	(62,100)	(21,325)	(17,476)	(100,901)
710180	6501	Business Process Consultant	65350	1000	509420	0.92	63,272	21,728	17,560	102,560
710357	6500	Operations Process Specialist	65350	1000	509420	(0.92)	(62,100)	(21,325)	(17,476)	(100,901)
710357	6501	Business Process Consultant	65350	1000	509420	0.92	62,100	17,816	17,475	97,391

Exp/Rev/FTE - Budget Modification

Budget Year: 2016

Budget Modification: DCJ-16-16

Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	Current Year				
						FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
713661	6500	Operations Process Specialist	65350	1000	509420	(0.92)	(62,100)	(21,325)	(17,476)	(100,901)
713661	6501	Business Process Consultant	65350	1000	509420	0.92	62,100	17,816	17,475	97,391
714154	6500	Operations Process Specialist	65350	1000	509420	(0.33)	(20,670)	(7,098)	(6,216)	(33,984)
714154	6501	Business Process Consultant	65350	1000	509420	0.33	22,582	6,479	6,354	35,415
Total Current FY Changes:						0.00	\$3,084	(\$7,234)	\$220	(\$3,930)