



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST (long form)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C-1 DATE 4-8-2010
LYNDA GROW, BOARD CLERK

Board Clerk Use Only

Meeting Date: 4-8-2010
Agenda Item #: C-1
Est. Start Time: 9:15 am
Date Submitted: 3/23/2010

BUDGET MODIFICATION: Nond - 12

Agenda Title: Budget Modification NOND-12, requesting approval to reclassify one position in the County Attorney's Office as determined by the Class/Comp Unit of Central Human Resources

Note: If Ordinance, Resolution, Order or Proclamation, provide exact title. For all other submissions, provide a clearly written title.

Requested Meeting Date: April 7, 2010 **Amount of Time Needed:** Consent
Department: Nondepartmental **Division:** County Attorney's Office
Contact(s): Agnes Sowle
Phone: 503-988-3138 **Ext.** 83138 **I/O Address:** 503/5
Presenter(s): N/A (consent)

General Information

1. What action are you requesting from the Board?

The County Attorney's Office requests Board approval of a budget modification authorizing the reclassification of one position.

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.

The following position was re-classified by the Central Class Comp Unit:

Position Title (Old)	Position Title (New)	Position Number	FTE
Legal Assistant 1 NR	Legal Assistant 2 NR	713780	No FTE Change

The County Attorney asked the Central Class Comp Unit to examine the duties of this position. After review of duties, and based on the class specifications for Legal Assistant 2 NR, the duties and functions of this position and the incumbent were found to have met the requirements for reclassification from Legal Assistant 1 NR. No immediate changes in performance measures on the

current program offer are anticipated by this change.

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

There are no current-year fiscal impacts as a result of this reclassification request. Ongoing expenses for this position will continue to be covered within the County Attorney's Office budget.

4. Explain any legal and/or policy issues involved.

This position has been reviewed by the Classification/Compensation Unit and the position has been re-classed.

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?**
None.
- **What budgets are increased/decreased?**
None.
- **What do the changes accomplish?**
This action re-classes one position in the County Attorney's Office to better match workload to job duties.
- **Do any personnel actions result from this budget modification? Explain.**
Yes, one position is re-classed.
- **How will the county indirect, central finance and human resources and departmental overhead costs be covered?**
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?**
N/A
- **If a grant, when the grant expires, what are funding plans?**
N/A

<p><i>NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.</i></p>

ATTACHMENT B

BUDGET MODIFICATION: Nond - 12

Required Signatures

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

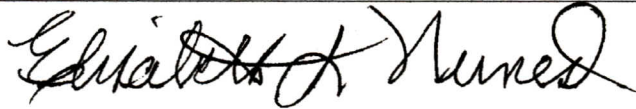


Date:

Budget Analyst:



Date: 3/23/10



Department HR:

Date:

Countywide HR:

Date:

How are functional areas assigned to cost objects?

For the most part, functional area is related to what department has recorded the revenue or expenditure (i.e. the District Attorney is reported in Public Safety and Justice). There are some exceptions to this rule that require certain funds to be assigned to a particular functional area, regardless of what department the revenues or expenditures are recorded in.

Functional Area Assignments ~ Based on Fund		
1501 – Road Fund	Roads and Bridges	80
1502 – Emergency Communications Fund	Community Services	60
1503 – Bike Path Fund	Community Services	60
1504 – Recreation Fund	Community Services	60
1506 – County School Fund	Community Services	60
1509 – Willamette River Bridges Fund	Roads and Bridges	80
1510 – Library Fund	Library	70
1512 – Land Corner Preservation Fund	Roads and Bridges	80
2500 – Justice Bond Project Fund	Public Safety and Justice	50
2501 – Revenue Bond Project Fund	Community Services	60
2502 – SB 1145 Fund	Public Safety and Justice	50
2504 – Building Project Fund	Community Services	60
2505 – Deferred Maintenance Fund	Community Services	60
2506 – Library Construction / 1996 Bonds Fund	Library	70
2507 – Capital Improvement Fund	Community Services	60
2509 – Asset Preservation Fund	Community Services	60
2510 – Library Property Fund	Library	70
3000 – Dunthorpe-Riverdale Service Dist #14 Fund	Dunthorpe-Riverdale Service Dist #14	500
3001 – Mid County Service District #1 Fund	Mid County Service District #1	510
3002 – Behavioral Health Managed Care Fund	Behavioral Health Managed Care	520

If a cost object is not in one of the funds listed above, then the functional area should be assigned based on the department that the cost object is in.

Functional Area Assignments ~ Based on Department (Fund Center)		
Non-Departmental (10, except 10-50)	General Government	20
Non-Departmental – CCFC (10-50)	Social Services	40
District Attorney (15)	Public Safety and Justice	50
Countywide (18 & 19)	General Government	20
Human Services (20, 25, 26, 30 & 31)	Social Services	40
School and Community Partnerships (21)	Social Services	40
Health (40)	Health Services	30
Community Justice (50)	Public Safety and Justice	50
Sheriff's Office (60)	Public Safety and Justice	50
County Management (72)	General Government	20
Community Services (91)	General Government	20
Library (80)	Library	70

If you have any questions or comments, please contact Susan Luce in General Ledger at ext. 22138.

FM Side			PS/CO Side			Cost Element/ Commitment Item	Notes
FM Fund Center	FM Fund Code	Functional Area	Internal Order	Cost Center	WBS Element		
General Fund Contingency				9500001000		60470	Reduce available General Fund Contingency
19	1000	0020		xxx	xxx	xxxxx	Increase Expenditure
xx-xx	xxxxx	0020					
Indirect							
Central							
xx-xx	xxxxx				xxx	60350	Indirect Expenditure
19	1000	0020		9500001000		50310	Indirect reimbursement revenue in General Fund
19	1000	0020		9500001000		60470	CGF Contingency expenditure
Departmental							
xxx	xxxxx				xxx	60355	Indirect Department Expenditure
xx-xx	1000			xxx	xxx	50370	Indirect Dept reimbursement revenue in General Fund
xx-xx	1000			xxx	xxx	xxx	Off setting Dept expenditure in General Fund
Telecommunications							
xx-xx	xxxxx				xxx	60370	Departmental telecommunication expenditure
10-10	3503	0020		709525		50310	Budgets receipt of reimbursement
10-10	3503	0020		709525		60200	Budgets offsetting expenditure in telecommunications fund
Data Processing							
xx-xx	xxxxx				xxx	60380	Departmental data processing expenditures
10-10	3503	0020		709000		50310	Budgets receipt of Data Processing reimbursement
10-10	3503	0020		709000		60240	Budgets offsetting expenditures
PC Flat Fee <i>(Flat Fee is no longer in effect for most Departments beginning in FY 2007)</i>							
xx-xx	xxxxx				xxx	60390	Departmental PC Flat Fee expenditure
10-10	3503	0020		709617		50310	Budgets receipt of PC Flat Fee
10-10	3503	0020		709617		60240	Budgets offsetting expenditure
Electronic Service Reimbursement							
xx-xx	xxxxx					60420	Departmental Electronics expenditure
72-55	3501	0020		904200		50310	Receipt of Electronics service reimbursement
72-55	3501	0020		904200		60240	Budgets offsetting expenditure
Motor Pool: <i>Use this cost center if you are adding funds for motor pool use.</i>							
xx-xx	xxxxx				xxx	60410	Departmental Motor Pool expenditure
72-55	3501	0020		904150		50310	Budgets receipt of Motor Pool service reimbursement
72-55	3501	0020		904150		60240	Budgets offsetting expenditure
Fleet: <i>Use this cost center if you are adding funds for dedicated program cars.</i>							
xx-xx	xxxxx				xxx	60410	Departmental Fleet expenditure
72-55	3501	0020		904100		50310	Budgets receipt of Fleet service reimbursement
72-55	3501	0020		904100		60240	Budgets offsetting expenditure
Building Management							
xx-xx	xxxxx				xxx	60430	Departmental Building Management expenditure
72-50	3505	0020		902575		50310	Budgets receipt of Building Management service reimbursement
72-50	3505	0020		902575		60170	Budgets offsetting expenditure
Insurance Service Reimbursement							
xx-xx	xxxxx					60140 or 60145	Departmental Insurance expenditure
72-10	3500	0020		705210		50316	Insurance Revenue
72-10	3500	0020		705210		60330	Offsetting expenditure
Lease Payments to Capital Lease Retirement Fund							
xx-xx	xxxxx					60450	Departmental Capital Lease Retirement expenditure
							Contact your Budget Analyst to complete this.
Mail & Distribution							
xx-xx	xxxxx				xxx	60460	Mail & Distribution expenditure
72-55	3504	0020		904400		50310	Budgets receipt of service reimbursement
72-55	3504	0020		904400		60230	Budgets offsetting expenditure
Records							
xx-xx	xxxxx				xxx	60460	Records expenditure
72-55	3504	0020		904500		50310	Budgets receipt of service reimbursement
72-55	3504	0020		904500		60240	Budgets offsetting expenditure
Stores							
xx-xx	xxxxx				xxx	60460	Stores expenditure
72-55	3504	0020		904600		50310	Budgets receipt of service reimbursement
72-55	3504	0020		904600		60240	Budgets offsetting expenditure

ANNUALIZED PERSONNEL CHANGEChange on a full year basis even though this action affects only a part of the fiscal year (FY).

							ANNUALIZED			
Fund	Job #	HR Org	CC/WBS/IO	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
3500	9002	61023	107001	Legal Assistant 1 NR	713780	(1.00)	(39,600)	(15,840)	(14,078)	(69,518)
3500	9003	61023	107001	Legal Assistant 2 NR	713780	1.00	39,600	15,840	14,078	69,518
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
TOTAL ANNUALIZED CHANGES						0.00	0	0	0	0

CURRENT YEAR PERSONNEL DOLLAR CHANGECalculate costs/savings that will take place in this FY; these should explain the actual dollar amounts being changed by this Bud Mod.

							CURRENT YEAR			
Fund	Job #	HR Org	CC/WBS/IO	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
3500	9002	61023	107001	Legal Assistant 1 NR	713780	(0.33)	(13,068)	(5,227)	(4,646)	(22,941)
3500	9003	61023	107001	Legal Assistant 2 NR	713780	0.33	13,068	5,227	4,646	22,941
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
TOTAL CURRENT FY CHANGES						0.00	0	0	0	0



Department of County Management
MULTNOMAH COUNTY OREGON
Human Resources

Multnomah Building
501 SE Hawthorne, Suite 400
Portland, Oregon 97214
(503) 988-5015 Phone
(503) 988-3009 Fax

To: Agnes Sowle, County Attorney, 503-988-3138
From: Elisabeth S. Nunes, Classification and Compensation Unit (503/4)
Date: March 18, 2010
Subject: Reclassification Request #1418 (from Legal Assistant 1 NR to Legal Assistant 2 NR)

We have completed our review of your request and the decision is outlined below.

Request Information:

Date Request Received: February 23, 2010
Current Classification: Legal Asst. 1 NR
Job Class Number: 9002
Pay Grade: 115

Position Number: 713780
Requested Classification: Legal Asst. 2 NR
Job Class Number: 9003
Pay Grade: 117

Request is: ☒ Approved as Requested
☐ Approved - Revised
☐ Denied

Effective Date: February 1, 2010

Allocated Classification: Legal Asst. 2 NR
Pay Range: \$35,277.75 - \$49,387.51 annually

Job Class Number: 9003
Pay Grade: 117

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 to ensure duties and work are being carried out as originally described. Further, this allocation may require Board of County Commissioners' approval, and so this decision is considered preliminary until such approval is received.

Position Information:

- ☐ Vacant - see New/Vacant Section
☒ Filled & incumbent reclassified - see Employee Information Section
☐ Filled & incumbent not reclassified with position - see New/Vacant Section

Employee Information:

Name of Incumbent Employee: Amy Goodale
New Job Class Seniority Date: February 1, 2010

Date	Job Class and Number	Grade	Rate	Action
January 31, 2010	Legal Asst. 1/NR (9002)	115	39,600/yr.	Pre-reclass
February 1, 2010	Legal Asst. 2/NR (9003)	117	39,600/yr.	Post-reclass

Employees in positions reclassified downward to a classification with a lower salary range will receive no change in pay. If an employee's pay exceeds the maximum of the lower salary range, pay will be frozen at the existing rate until the new salary range is higher than the employee's rate of pay. Compensation will be determined in accordance with MC Personnel Rule 2-40. Any compensation or seniority adjustments will be processed in accordance with applicable MC Personnel Rule 5-50 and 2-40.

Reason for Classification Decision:

This position independently performs technical legal assistant work in support of attorneys. It is expected to independently identify solutions to complex issues. Essential functions include assisting with trial preparation and adjudication support; maintaining and updating pertinent information and

cases; communication with and support of attorneys, outside agencies and others. Since the incumbent's hire on 8/29/08, her responsibilities and independence have substantially increased to the full journey level. The duties gradually added over the last year are: provides in-depth assistance to four attorneys in preparing cases (civil forfeiture); performs research; works with the court systems; utilizes a number of legal databases, word-processing, and spreadsheet programs; uses independent judgment, research skills, problem solving, and case/document management.

Legal Assistant 1/NR (LA 1/NR) is the entry level in the non-represented Legal Assistant series which provides technical legal support for professional staff in the County Attorney's Office. At this level incumbents *learn* to proficiently apply/utilize basic legal terminology, procedures, software, and research tools. LA 1/NR differs from LA 2/NR in that the latter is the full advanced journey-level job class whose work assignments are broader in scope, more complex, require more in-depth knowledge and independent judgment to complete work assignments. The current level and scope of the job requirements for this position are consistent with LA 2/NR.

If you have any questions, please feel free to contact me at 503-988-5015 ext.22342.

cc: Karin Lamberton, HR Manager
Susan Giesbrecht, HR Analyst
Leola Warner & Jacqueline Burns, HR Maintainers
Class Comp File Copy