



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-06-15: Reclasses a Vacant 1.00 FTE Clerical Unit Coord to a Program Spec in the Adult Services Division.

Requested Meeting Date: _____ Time Needed: N/A

Department: 50 - Community Justice Division: Adult Services Division

Contact(s): Joyce Resare

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 Clerical Unit Coordinator, which has been reviewed 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 Clerical Unit Coordinator (6003) 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 September 10, 2014, with an effective date of also September 10, 2014.

This Clerical Unit Coordinator position has been vacant since July 3, 2014. As part of the Support Restructure Plan, the Adult Services Division (ASD) has identified the need of this position to manage support staff training, keeping up with training materials and communicating new support processes. This position will review case file records process for compliance; evaluate staff processes and data for consistency; and identify training needs. This position will also contribute to the development of policy and procedures for automated systems used by ASD support staff.

Minimum qualifications for this position are: an equivalent to an associate's degree and four years

experience in a support classification with DCJ.

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

In the FY 2015 Adopted Budget this position is part of program offer 50018 - Adult Pretrial Supervision Program (PSP).

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

There is no fiscal impact for FY 2015 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 step increases. The current top step of the new classification is 20% 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.

Since the position is currently vacant it must be filled in accordance with normal appointment procedures. 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 classification decision from the Class/Comp Unit of Central Human Resources.

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

No, this 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: _____