



# 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-13-17: Reclassifies 1.00 FTE Data Analyst to Data Analyst Senior 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 1.00 FTE Data Analyst (6073), which has been reviewed by the Class/Comp Unit of Central Human Resources.

Reclassification of a 1.00 FTE Data Analyst (6073) to a Data Analyst Senior (6456) was approved for recommendation to the Board of County Commissioners by the Class/Comp Unit of Central Human Resources on February 2, 2017, with an effective date of July 27, 2016 (six months retro-active).

### 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.

This employee-initiated request in the DCJ Research & Planning Unit is for reclassification from a Data Analyst to a Data Analyst Senior as a result of a gradual assumption of higher level duties and responsibilities. The number of high level data analysis, specifically requests for tableau dashboards, has increased over time. Multiple federal grants have increased the need for additional federal reporting. These reporting requirements include specific quantitative measures which can only be obtained using SQL queries and statistical methodologies. These changes in the unit increased the need for higher level analytical and statistical work. The employee has taken on more complex level work with less supervision, started to facilitate data analysis projects with other

team members, and increased the amount of communication and coordination.

The essential functions of this position now include: performing complex statistical analyses using a variety of research methodologies; developing output tables using complex statistical methodologies, charts, figures, and analytical text for briefs and reports of study findings; developing complex SQL queries to obtain information to answer research questions; coordinating and delivering communication to internal and external stakeholders; partnering with field staff on reviews of data sources; researching question formulation, statistical approaches, and evaluation planning; providing recommendations to senior management regarding research methodologies and results; planning and facilitating project teams; and developing research protocols and data collection tools.

An analysis of the Data Analyst, Data Analyst Senior, and the Business Analyst and IT series of classifications was performed before making an allocation decision. The duties, responsibilities and qualifications support this position is allocated to Data Analyst Senior (6456).

In the FY 2017 adopted budget this position is part of program offer 50004-17; Research & Planning Unit.

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

For current FY 2017 this reclassification increases DCJ's personnel budget by \$7,998. The increase is offset by decreasing the Temporary budget by \$(7,998) in the same program offer for a net zero impact.

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.

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?**

Service reimbursement from the general fund to the risk management fund is increased by \$268 (insurance benefits).

**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?**

Yes, the current incumbent is reclassified with this position retro-active to July 27, 2016.

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