



**MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST
BUDGET MODIFICATION**

(revised 08/02/10)

Board Clerk Use Only	
Meeting Date:	12/20/12
Agenda Item #:	C.10
Est. Start Time:	9:30 am
Date Submitted:	12/6/12

BUDGET MODIFICATION: DCJ - 08

**BUDGET MODIFICATION # DCJ-08 Reclasses a 1.00 FTE Vacant
Agenda Procurement Analyst to a Contract Specialist in Business Services, as
Title: Determined by the Class/Comp Unit of Central Human Resources.**

Note: For all other submissions (i.e. Notices of Intent, Ordinances, Resolutions, Orders or Proclamations) please use the APR short form.

Requested Meeting Date:	<u>December 20, 2012</u>	Amount of Time Needed:	<u>N/A</u>
Department:	<u>Dept. of Community Justice</u>	Division:	<u>Business Services</u>
Contact(s):	<u>Joyce Resare</u>		
Phone:	<u>503-988-3961</u>	Ext.	<u>83961</u>
		I/O Address:	<u>503 / 250</u>
Presenter Name(s) & Title(s):	<u>Consent Calendar</u>		

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 Vacant Procurement Analyst position 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 Vacant Procurement Analyst [6112] position to a Contract Specialist [6015] was approved for recommendation to the Board of County Commissioners by the Class/Comp Unit of Central Human Resources on December 5, 2012 with an effective date of December 5, 2012.

The utilization of statewide contracts and the marketplace for the majority of DCJ goods has reduced the need for a full-time specialized Procurement Analyst. The County-wide Contract System

Redesign has expanded the role of the Contract Specialists to include an increased amount of oversight in the areas of contract monitoring, administration, and sanctions. This has increased the workload of the two existing Contract Specialists making it difficult to keep up with the demand. Reclassifying this position to a Contract Specialist will give DCJ the capacity to fully implement the policies and processes outlined as part of the Contract System Redesign.

The primary responsibilities of this position will be planning, organizing, and coordinating procurement/contract development, and performing contract administration. Contract Specialist provides contract management coordination between various operating programs to ensure the proper processing, procurement and tracking of contracts for services and supplies; ensures contracts meet all requirements for County standards and that all insurance and bonding mandates are met. Contract Specialist is distinguished from the Senior Contract Specialist classification by performing tasks of journey-level complexity and by the absence of lead responsibilities. This position is further distinguished from the Procurement Analyst series in that positions in the latter classifications have thorough knowledge of procurement principles and techniques and are responsible for planning, organizing, and coordinating procurements; and conducting effective cost analyses.

The purpose, duties, and qualifications of this position as described best fit the Contract Specialist (6015) job classification.

In the FY 2013 Adopted Budget this position is part of Program Offer 50001 – DCJ Business Services.

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

There is no fiscal impact for FY 2013 as the pay scale for these two classifications overlap. This position is ongoing and is expected to be included in the FY-2014 budget submittal.

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.

If a position is vacant or the incumbent is not reclassified with the position, the position must be filled in accordance with normal appointment procedures. If a position is reclassified due to reorganization, a limited recruitment may be conducted.

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 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? If the revenue is from a federal source, please list the Catalog of Federal Assistance Number (CFDA).

N/A, this position is funded 100% by County General Fund.

• **What budgets are increased/decreased?**

N/A

• **What do the changes accomplish?**

Approval of a reclassification decision from the Class/Comp Unit of Central Human Resources.

• **Do any personnel actions result from this budget modification? Explain.**

No, this position is currently vacant.

• **If a grant, is 100% of the central and department indirect recovered? If not, please explain why.**

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? When the grant expires, what are funding plans? Are there any particular stipulations required by the grant (i.e. cash match, in kind match, reporting requirements etc)?**

N/A

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

ATTACHMENT B

BUDGET MODIFICATION: DCJ - 08

Required Signatures

Elected Official or Department/ Agency Director:	<u>Joyce Resare for Scott Taylor /s/</u>	Date: <u>12/6/12</u>
Budget Analyst:	<u>Shannon Busby /s/</u>	Date: <u>12/6/12</u>
Department HR:	<u>James Opoka /s/</u>	Date: <u>12/6/12</u>
	<u>Olga Ward /s/</u>	Date: <u>12/6/12</u>
Countywide HR:	<u></u>	Date: <u></u>