



**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-21-16: Reclasses a 1.00 FTE Clerical Unit Coordinator to a Administrative Analyst in the Adult Services Div**

**Requested Meeting Date:** \_\_\_\_\_ **Time Needed:** N/A

**Department:** 50 - Community Justice **Division:** Adult Services Division

**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 Clerical Unit Coordinator (6003), which has been reviewed by the Class/Comp Unit of Central Human Resources.

Reclassification of a 1.00 FTE Clerical Unit Coordinator (6003) to an Administrative Analyst (6033) was approved for recommendation to the Board of County Commissioners by the Class/Comp Unit of Central Human Resources on May 11, 2016, with an effective date of November 3, 2015 (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.**

As some support staff positions have been removed from the Mead Building, many of the administrative tasks fell on this position. The position has been providing operational, administrative and technical support and oversight for staff in all classifications in the Mead building. This position provides services in the areas of IT liaison, facilities, finance, purchasing, timekeeping for payroll, as well as training, oversight and workflow management. This position acts as the LEADS representative administering certifications/re-certifications for approximately 190 staff. The duties and responsibilities of this position have gradually changed over time and as such the position is requested for reclassification.

Consideration was given to the Clerical Unit Coordinator (6003), Administrative Analyst (6033), and Administrative Analyst/NR (9006) classifications during the review of this position. The duties, responsibilities and qualifications support that this position is allocated to Administrative Analyst (6033) classification.

In the FY 2016 Revised Budget this position is part of program offer 50020-16, Adult Parole/Post Prison Violation Hearings & Local Control Release Unit.

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

There is no fiscal impact in current FY 2016 for this reclassification because the pay scales of these two job 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 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?**

N/A

**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 will be reclassified with this position retro-active to November 3, 2015.

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