



**MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST
BUDGET MODIFICATION**

(Revised: 8/18/11)

Board Clerk Use Only

Meeting Date: 7/11/13
Agenda Item #: C.3
Est. Start Time: 9:30 am
Date Submitted: 6/10/13

BUDGET MODIFICATION # DCJ-01 Reclasses 1.50 FTE HR Technician to HR Analyst 1 in the Director's Office, as 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: July 11, 2013 **Time Needed:** N/A
Department: Dept. of Community Justice **Division:** Director's Office
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 two HR Technician positions that total 1.50 FTE, 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 1.50 FTE HR Technician (9061) positions to HR Analyst 1 (9080) was approved for recommendation to the Board of County Commissioners by the Class/Comp Unit of Central Human Resources on May 21, 2013, with a retro-active date of November 9, 2012.

Both of these positions provide consultation and technical assistance to DCJ managers, employees, and applicants in the areas of policies and procedures, interpretation and application of county personnel rules and procedures, employment laws, and collective bargaining agreements; timekeeping; department position and HR maintaining; personnel

records management; SAP/records processing; and other HR related projects. The primary functions of these positions include assisting the HR Manager in researching, analyzing, and preparing detailed documents, Ad Hoc SAP reports, and other information for Labor-Management Committees, grievance and arbitration hearings, contract negotiations, and other external partners; coordinating program components including meeting with employees and/or groups to explain HR processes and procedures; providing information on insurance, benefits, department and county policies and procedures; and training managers and timekeepers on SAP HR Display and Reporting and completion of SAP forms.

Consideration was given to the Human Resources Technician (9061), Human Resources Analyst 1 (9080), and Human Resources Analyst 2 (9670) classifications during the review of these positions. The duties, responsibilities and qualifications as described support these positions to be allocated to Human Resources Analyst 1 (9080) classification.

In the FY 2014 Adopted Budget these positions are part of Program Offer 50005 – DCJ Human Resources.

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

There is no fiscal impact for FY 2014 as the pay scale for these two classifications overlap. In subsequent fiscal years, the reclassified positions will be subject to approved cost of living adjustments (COLA) and merit increases. The current top step of the new classification is 16% higher than the current classification's top step.

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 and/or other government participation that has or will take place.

N/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

- **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.**

Yes, the current incumbents (2) will be reclassified with these positions retro-active to

November 9, 2012

- **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.

Required Signature

Elected Official or Dept Director: Joyce Resare for Scott Taylor /s/ **Date:** 6/10/13

Budget Analyst: Allen Vogt /s/ **Date:** 6/10/13

Department HR: James Opoka /s/ **Date:** 6/10/13

Countywide HR: Olga Ward /s/ **Date:** 6/10/13