



**MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST
BUDGET MODIFICATION**

(revised 08/02/10)

**APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS**

AGENDA # C-6 **DATE** 11/29/12
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 11/29/12

Agenda Item #: C.6

Est. Start Time: 9:30 am

Date Submitted: 11/13/12

BUDGET MODIFICATION: DCJ - 04

Agenda Title:	BUDGET MODIFICATION # DCJ-04 Reclasses a 1.00 FTE Community Works Leader to a Program Coordinator in the Juvenile Services Division, as Determined by the Class/Comp Unit of Central Human Resources.
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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>November 29, 2012</u>	Amount of Time Needed:	<u>N/A</u>
Department:	<u>Dept. of Community Justice</u>	Division:	<u>Juvenile Services Division</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 Community Works Leader position which has been reviewed by the Class/Comp Unit of Central Human Resources. This position is being reclassified due to a reorganization of the Juvenile Services Division (JSD).

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 Community Works Leader [6267] position to a Program Coordinator [6022] was approved for recommendation to the Board of County Commissioners by the Class/Comp Unit of Central Human Resources on November 8, 2012 with an effective date of January 1, 2013.

In the FY 2013 Adopted Budget, this position was in the JSD Community Service/Payback

Program. In the reorganization, this position is being moved to the JSD Pre-Adjudication, Treatment and Community Interface Services. The new focus of this position will be on supporting the development and implementation of Restorative Justice opportunities for youth in the juvenile justice system. This position will work with and reach out to the community partners to promote the use of culturally responsive restorative principles through such programs as victim-offender mediation, family group conferencing, restorative conferencing, community restorative boards, and restorative circles. The person in this position will direct restorative activities and collaboration within JSD and oversee the budget related to JSD stipend programs. The Restorative Justice Coordinator will lead the planning, coordinating/scheduling, and evaluating operations for restorative programs and serve as the primary program liaison between JSD, the community and other county personnel.

Program Coordinators are considered “hands-on” working program leads who accomplish program goals and objectives through others. Program Coordinator differs from Program Specialists in that the latter are subject matter experts, drivers/implementers of grant programs and have additional emphasis on formal program evaluation, analysis, and metrics, as well as policy development.

This position also differs from Program Specialist (PS) Seniors which have broader program scope, are responsible for large programs with significant community-wide impact, have larger budgets and oversee more regular staff who are assigned to the program. PS Senior jobs require independent, critical thinking and complex problem solving, as they operate in broad policy areas overseeing programs that are extremely complex, and require astute execution of interdivisional and interagency agreements, contracts and/or grants. The purpose, duties, and qualifications of this position as described align with the Program Coordinator (6022) job classification.

In the FY 2013 Adopted Budget this position is part of Program Offer 50029 – Juvenile Community Service & Project Payback. In FY 2014 this position will be located in a new Program Offer titled Juvenile Community Interface Services.

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

For current year FY-2013 this reclassification increases DCJ’s personnel budget by \$3,023. The increased personnel budget is offset by a decrease in DCJ’s supplies budget, respectively. 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.

Yes, the current incumbent is not reclassified with the position.

- 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 - 04

Required Signatures

Elected Official or Department/ Agency Director:	Joyce Resare for Scott Taylor /s/	Date: 11/13/12
Budget Analyst:	Shannon Busby	Date: 11/13/12
Department HR:	James Opoka	Date: 11/13/12
Countywide HR:	Olga Ward	Date: 11/13/12

Budget Modification ID:

EXPENDITURES & REVENUES

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with SAP.

Line No.	Fund Center	Fund Code	Program #	Func. Area	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
					Internal Order	Cost Center	WBS Element					
1	50-50	1000	50029	50		508800		60000	324,031	301,372	(22,659)	
2	50-50	1000	50029	50		508800		60130	99,991	93,397	(6,594)	
3	50-50	1000	50029	50		508800		60140	112,731	103,729	(9,002)	
4										0		(38,255)
5										0		
6	50-50	1000	N/A	50		508201		60000	0	24,856	24,856	
7	50-50	1000	N/A	50		508201		60130	0	7,233	7,233	
8	50-50	1000	N/A	50		508201		60140	0	9,189	9,189	
9										0		41,278
10										0		
11	50-50	1000	50016	50		506210		60240	24,709	21,686	(3,023)	
12										0		(3,023)
13										0		
14	72-10	3500		20		705210		50316		(187)	(187)	
15	72-10	3500		20		705210		60330		187	187	
16										0		
17										0		
18										0		
19										0		
20										0		
21										0		
22										0		
23										0		
24										0		
25										0		
26										0		
27										0		
28										0		
29										0		
											0	0
											0	0

ANNUALIZED PERSONNEL CHANGEChange on a full year basis even though this action affects only a part of the fiscal year (FY).

							ANNUALIZED			
Fund	Job #	HR Org	CC/WBS/IO	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
1000	6267	64296	508800	Community Works Leader	710348	(1.00)	(45,318)	(13,188)	(18,004)	(76,510)
1000	6022	66745	508201	Program Coordinator	710348	1.00	49,712	14,466	18,378	82,556
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
TOTAL ANNUALIZED CHANGES						0.00	4,394	1,278	374	6,046

CURRENT YEAR PERSONNEL DOLLAR CHANGECalculate costs/savings that will take place in this FY; these should explain the actual dollar amounts being changed by this Bud Mod.

							CURRENT YEAR			
Fund	Job #	HR Org	CC/WBS/IO	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
1000	6267	64296	508800	Community Works Leader	710348	(0.50)	(22,659)	(6,594)	(9,002)	(38,255)
1000	6022	66745	508201	Program Coordinator	710348	0.50	24,856	7,233	9,189	41,278
										0
	Effective 1/01/2013									0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
TOTAL CURRENT FY CHANGES						0.00	2,197	639	187	3,023

FM Side			PS/CO Side			Cost Element/ Commitment	
FM Fund Center	FM Fund Code	Functional Area	Internal Order	Cost Center	WBS Element	Item	Notes
General Fund Contingency							
19	1000	0020		9500001000		60470	Reduce available General Fund Contingency
xx-xx	xxxxx	0020		xxx	xxx	xxxxx	Increase Expenditure
Indirect							
Central							
xx-xx	xxxxx				xxx	60350	Indirect Expenditure
19	1000	0020		9500001000		50310	Indirect reimbursement revenue in General Fund
19	1000	0020		9500001000		60470	CGF Contingency expenditure
Departmental							
xxx	xxxxx			xxx	xxx	60355	Indirect Department Expenditure
xx-xx	1000			xxx	xxx	50370	Indirect Dept reimbursement revenue in General Fund
xx-xx	1000			xxx	xxx	xxx	Off setting Dept expenditure in General Fund
Telecommunications							
xx-xx	xxxxx				xxx	60370	Departmental telecommunication expenditure
78-70	3503	0020		709525		50310	Budgets receipt of reimbursement
78-70	3503	0020		709525		60200	Budgets offsetting expenditure in telecommunications fund
Data Processing							
xx-xx	xxxxx				xxx	60380	Departmental data processing expenditures
78-70	3503	0020		709599		50310	Budgets receipt of Data Processing reimbursement
78-70	3503	0020		709599		60240	Budgets offsetting expenditures
Electronic Service Reimbursement							
xx-xx	xxxxx					60420	Departmental Electronics expenditure
78-60	3501	0020		904200		50310	Receipt of Electronics service reimbursement
78-60	3501	0020		904200		60240	Budgets offsetting expenditure
Motor Pool: Use this cost center if you are adding funds for motor pool use.							
xx-xx	xxxxx				xxx	60410	Departmental Motor Pool expenditure
78-30	3501	0020		904150		50310	Budgets receipt of Motor Pool service reimbursement
78-30	3501	0020		904150		60240	Budgets offsetting expenditure
Fleet: Use this cost center if you are adding funds for dedicated program cars.							
xx-xx	xxxxx				xxx	60410	Departmental Fleet expenditure
78-60	3501	0020		904100		50310	Budgets receipt of Fleet service reimbursement
78-60	3501	0020		904100		60240	Budgets offsetting expenditure
Building Management							
xx-xx	xxxxx				xxx	60430	Departmental Building Management expenditure
78-50	3505	0020		902575		50310	Budgets receipt of Building Management service reimbursement
78-50	3505	0020		902575		60170	Budgets offsetting expenditure
Insurance Service Reimbursement							
xx-xx	xxxxx					60140 or 60145	Departmental Insurance expenditure
72-80	3500	0020		705210		50316	Insurance Revenue
72-80	3500	0020		705210		60330	Offsetting expenditure
Lease Payments to Capital Lease Retirement Fund							
xx-xx	xxxxx					60450	Departmental Capital Lease Retirement expenditure Contact your Budget Analyst to complete this.
Mail & Distribution							
xx-xx	xxxxx				xxx	60460	Mail & Distribution expenditure
78-20	3504	0020		904400		50310	Budgets receipt of service reimbursement
78-20	3504	0020		904400		60230	Budgets offsetting expenditure
Records							
xx-xx	xxxxx				xxx	60460	Records expenditure
78-20	3504	0020		904500		50310	Budgets receipt of service reimbursement
78-20	3504	0020		904500		60240	Budgets offsetting expenditure

How are functional areas assigned to cost objects?

For the most part, functional area is related to what department has recorded the revenue or expenditure (i.e. the District Attorney is reported in Public Safety and Justice). There are some exceptions to this rule that require certain funds to be assigned to a particular functional area, regardless of what department the revenues or expenditures are recorded in.

Functional Area Assignments ~ Based on Fund		
<u>Special Revenue Funds</u>		
1501 - Road Fund	Road & Bridges	0080
1502 - Emergency Communications Fund	Community Services	0060
1503 - Bike Path Fund	Community Services	0060
1504 - Recreation Fund	Community Services	0060
1506 - County School Fund	Community Services	0060
1508 - Animal Control Fund	Community Services	0060
1509 - Willamette River Bridges Fund	Roads & Bridges	0080
1510 - Library Fund	Library	0070
1512 - Land Corner Preservation Fund	Roads & Bridges	0080
1518 - Oregon Historical Society Special Levy	Community Services	0060
1519 - Video Lottery	Community Services	0060
<u>Capital Project Funds</u>		
2504 - Building Project Fund	Community Services	0060
2507 - Capital Improvement Fund	Community Services	0060
2508 - Asset Acquisition Fund	Community Services	0060
2509 - Asset Preservation Fund	Community Services	0060
2511 - Sellwood Bridge Replacement	Roads & Bridges	0080
<u>Enterprise Funds</u>		
3000 - Dunthorpe-Riverdale Svc Dist #14 Fund	Dunthorpe-Riverdale Svc Dist #14	0500
3001 - Mid County Svc Dist #1 Fund	Mid County Svc Dist #1	0510
3002 - Behavioral Health Managed Care Fund	Behavioral Health Managed Care	0520

If a cost object is not in one of the funds listed above, then the functional area should be assigned based on the department that the cost object is in.

Functional Area Assignments ~ Based on Department (Fund Center)		
Non-Dept (10, except 10-50)	General Government	0020
Non-Dept CCFC (10-50)	Social Services	0040
District Attorney (15)	Public Safety & Justice	0050
Countywide (18 & 19)	General Government	0020
Human Services (20, 21, 25, 26, 30 & 31)	Social Services	0040
Health (40)	Health Services	0030
Community Justice (50)	Public Safety & Justice	0050
Sheriff's Office (60)	Public Safety & Justice	0050
County Management (72)	General Government	0020
County Assets (78)	General Government	0020
Library (80)	Library	0070
Community Services (91)	General Government	0020

If you have any questions or comments, please contact Susan Luce in General Ledger at ext. 22138.