



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(revised 08/02/10)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C-4 DATE 7-21-11
LINDA GROW, BOARD CLERK

Board Clerk Use Only

Meeting Date:	7/21/11
Agenda Item #:	C.4
Est. Start Time:	9:30 am
Date Submitted:	7/13/11

BUDGET MODIFICATION: DCHS12-02

BUDGET MODIFICATION DCHS12-02, reclassifying a full-time Office
Agenda Assistant Senior to an Administrative Assistant in Aging & Disability Services,
Title: 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:	Next Available	Amount of Time Needed:	
Department:		Division:	
Contact(s):	Tawnya Baer		
Phone:	988-4073	Ext.	84073
Presenter Name(s) & Title(s):	Consent Agenda		

General Information

1. What action are you requesting from the Board?

The Department of County Human Services (DCHS) recommends approval of budget modification DCHS12-02, reclassifying a full-time Office Assistant Senior to an Administrative Assistant in Aging & Disability Services Division (ADSD), as approved by the Class/Comp unit of Central Human Resources. The final decision regarding this reclassification was made too late to incorporate it into the adopted FY12 budget.

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 budget modification reflects an HR Class/Comp decision on a reclassification request initiated by ADSD management in Program Offer 25027A – ADS Administration. Several additional duties have been added to this position in the last few years. Some of the more significant duties include administrative research for grant applications; producing and coordinating media, marketing and graphics materials for advocacy functions and legislative meetings; serving as the ADSD focal point

in the event of a major disaster/emergency; and serving as the division's administrative clearing house for implementing County policies and division procedures. HR Class/Comp has decided that these duties, along with the other responsibilities of this position, best fit the Administrative Assistant classification.

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

The pay scale for an Administrative Assistant is higher than that of an Office Assistant Senior. As a result, this reclassification request will result in a current year increase in personnel costs of \$3,428. The budget for supplies costs in ADSD Administration will be reduced by a like amount to offset the increase in personnel costs. The overall financial impact of this action will be an increase in personnel costs of \$4,891 since the effective date of the change is August 25, 2010.

4. Explain any legal and/or policy issues involved.

N/A

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).**

No revenue is being changed.

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

The overall budget impact for ADSD Administration is neutral.

- **What do the changes accomplish?**

This budget modification will formally approve the classification decision from Central Human Resources Class/Comp which allows for a classification that better reflects the change in the work assignment and duties of the position involved.

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

Yes. The approval of this budget modification will result in the reclassification a full-time position in Aging & Disability Services from an Office Assistant Senior to an Administrative Assistant, as determined by the Class/Comp unit of Central Human Resources.

- **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: DCHS12-02

Required Signatures

Elected
Official or
Department/
Agency
Director:

Dana C. Lloyd for Kathy Tinkle

Date: 7/12/11

Dana Lloyd for Kathy Tinkle

Budget Analyst:

Ching Hay

Date: 7/14/2011

Ching Hay

Department
HR:

Urmila Jhattu

Date: 7/13/11

Urmila Jhattu

7/13/11

Countywide
HR:

Joi E. Doi

Date:

Joi Doi

Budget Modification ID: **DCHS12-02****EXPENDITURES & REVENUES**

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

Budget/Fiscal Year: 2012

Line No.	Fund Center	Fund Code	Program #	Func. Area	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
					Internal Order	Cost Center	WBS Element						
1	30-01	1000	25027A	0040			ADSDIVADM201GF	60000	39,139	39,365	226		Permanent
2	30-01	1000	25027A	0040			ADSDIVADM201GF	60130	11,744	11,809	65		Salary Related
3	30-01	1000	25027A	0040			ADSDIVADM201GF	60140	10,200	10,217	17		Insurance Benefits
4	30-01	1000	25027A	0040			ADSDIVADM201GF	60240	1,350	1,042	(308)		Supplies
5													
6	30-01	20640	25027A	0040			ADSDIVADM201IIIB	60000	13,046	13,121	75		Permanent
7	30-01	20640	25027A	0040			ADSDIVADM201IIIB	60130	3,915	3,936	21		Salary Related
8	30-01	20640	25027A	0040			ADSDIVADM201IIIB	60140	3,400	3,407	7		Insurance Benefits
9	30-01	20640	25027A	0040			ADSDIVADM201IIIB	60240	450	347	(103)		Supplies
10													
11	30-01	26090	25027A	0040			ADSDIVADM201XIX	60000	382,692	384,892	2,200		Permanent
12	30-01	26090	25027A	0040			ADSDIVADM201XIX	60130	114,833	115,473	640		Salary Related
13	30-01	26090	25027A	0040			ADSDIVADM201XIX	60140	99,734	99,911	177		Insurance Benefits
14	30-01	26090	25027A	0040			ADSDIVADM201XIX	60240	13,200	10,183	(3,017)		Supplies
15													
16	72-55	3500		0020		705210		50316		(201)	(201)		Svc Reim F/S to Risk Fund
17	72-55	3500		0020		705210		60330		201	201		Claims Paid
18													
19													
20													
21													
22													
23													
24													
25													
26													
27													
28													
29													
											0	0	Total - Page 1
											0	0	GRAND TOTAL



Department of County Management
MULTNOMAH COUNTY OREGON
Central Human Resources
Multnomah Building -- 501 SE Hawthorne
Portland, Oregon 97214

To: Dana Lloyd, Lars Fujisato – DCHS, Aging & Disability Services Div. Date: April 4, 2011
From: Joi Doi, Classification and Compensation Unit (503/4)
Subj: Reclassification Request #1664 – appends March 22, 2011 notice

We have completed our review of your request and the decision is outlined below.

Request Information:

Date Request Received: January 25, 2011	Position Number: 706811
Current Classification: OA Senior	Requested Classification: Administrative Analyst
Job Class Number: 6002	Job Class Number: 6033
Pay Grade: 14	Pay Grade: 26
Allocated Classification: Administrative Assistant	Job Class Number: 6054
Pay Range: \$41,321.52 - \$50,717.52 Annually	Pay Grade: 19

This classification decision is subject to all applicable requirements stated in MC Personnel Rule 5-50 including the provision Central HR may re-evaluate the classification decision up to one year from the date of issue to ensure duties/work are executed as originally described. Further, this allocation may require Board of County Commissioners' approval, and so this decision is considered preliminary until such approval is received.

Position Information:

☒ Filled & incumbent reclassified - see Employee Information Section

Employee Information:

Name of Incumbent Employee: Lars Fujisato
New Job Class Seniority Date: August 25, 2010

Date	Job Class and Number	Grade	Step	Rate	Action
Aug. 24, 2010	Office Asst. Senior 6002	14	5	19.20	Pre-reclass
Aug. 25, 2010	Administrative Assistant 6054	19	1	19.79	Post-reclass

Compensation is determined in accordance with applicable bargaining agreement or MC Personnel Rule 2-40. Any compensation or seniority adjustments will be processed in accordance with applicable bargaining agreement or MC Personnel Rule 5-50 and 2-40. The employee's Department HR Unit will originate and process required documentation. Contact DCHS HR for additional information.

Reason for Classification Decision:

Additional duties have been added to this position in the last few years. The duties beyond the OA Senior classification functions include: administrative research for grant applications and assisting in final grant submittals; compiling, producing and coordinating media, marketing and graphics materials used for advocacy functions and presentations at the County, City and State legislative hearings and meetings; functioning as Aging & Disability Services' (ADS) Logistics Chief tasked with providing resources, services and support required/requested by the department in the event of a major disaster/emergency; and serving as the division's administrative clearing house for implementing County policies and division procedures. The latter includes: researching/recommending the purchase of office equipment; overseeing the time-keeping function and performing related training for ADS; and serving as the division's focal point for travel coordination, expense review and training; and planning/coordinating major events for the division. These duties along with Mr. Fujisato's general responsibilities best fit the Administrative Assistant classification where assignments are less clerical with the majority of duties focus on budget preparation/monitoring and performing critical research tasks that assist and extend the capabilities of their manager. Administrative Assistants also explain laws, rules, and procedures for employment, personnel, purchasing, contract and other financial matters, and they review the effectiveness and efficiency of organization procedures and revise them as needed.

In contrast, Administrative Analysts perform more complex professional, technical, and analytical work within a division or department in the areas of finance administration, personnel administration, management



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analysis, purchasing, contract management, property management, public information, data processing, and other related functions. ADS currently has an Administrative Analyst who is responsible for reviewing, analyzing, and interpreting legislative, policy and budget decisions and then distilling and communicating her analysis to key stakeholders and ADS leadership. On the director's behalf, she functions as the division liaison coordinating and directing the division's public information plan; overseeing and directing/facilitating the efforts of various councils; performing community outreach and education regarding the services and needs of seniors and of the disabled; tracking related bills during the legislative session and alerting ADS executives about trends and implications; and representing ADS on numerous inter/intra-governmental and citizen committees. The duties assigned to the position under review (Lars' position) are very robust and important but still more administratively oriented versus analytical, technical and directly focused on program services.

Currently as the job is designed, the position needs more budget involvement than it currently has to sustain the Administrative Assistant classification. Budget responsibility is a key determining factor for the Administrative Assistant job class and in speaking with ADS management, this function will be expanded. Presently, Mr. Fujisato is responsible for tracking travel and training for the division as well as training other administrative support staff on policies and procedures relating to travel and training. While very important to the division, broader budget duties will need to be added to sustain the position's reclassification to Administrative Assistant.

Other classifications considered included Program Development Technician (PDT), Program Development Specialist (PDS), and to a lesser degree, Graphics Designer. PDTs provide technical and administrative support in the research, design, development, implementation, monitoring, and evaluation of programs, projects, contracts, or grants, and this position is more of an administrative generalist. PDS positions are full journey-level/professional jobs responsible for extensive research, program design, development and outreach in the community, as well as implementation, monitoring and evaluation of programs, projects and grants. At this time, Mr. Fujisato's work assignments are generally less technical, have less direct program service or evaluation focus, and are more internally directed to enhance general administrative and operations functions. Lastly, the marketing/media and presentation work assignments and projects Lars performs, represent a smaller portion of his overall job and are less technical in their graphics, design focus, and creative medium required for the Graphics Designer job class.

Appeal Rights

The outcome of a reclassification request may be appealed under Article 15 of the Local 88 contract by filing a Step 3 grievance within fifteen (15) days of receipt of this notification letter.

If you have any questions, please feel free to contact me at 503.988.3241.

cc: HR Manager
HR Maintainer

Class Comp File
Local 88

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Reason for Classification Decision:

Additional duties have been added to this position in the last few years. The significant duties beyond the current OA Senior classification functions include: administrative research for grant applications and assisting in final grant submittals; compiling, producing and coordinating media, marketing and graphics materials used for advocacy functions and presentations at the County, city and State legislative hearings and meetings; functioning as Aging & Disability Services' (ADS) primary administrative focal point as Logistics Chief in the event of a major disaster/emergency; and serving as the division's administrative clearing house for implementing County policies and division procedures. The latter includes: researching/recommending the purchase of office equipment; overseeing the time-keeping function and performing related training for ADS; and serving as the division's focal point for travel coordination, expense review and training; and planning/coordinating major events for the division. These duties along with Mr. Fujisato's general responsibilities best fit the Administrative Assistant classification where assignments are less clerical with the majority of duties focus on budget preparation/monitoring and performing critical research tasks that assist and extend the capabilities of their manager. Administrative Assistants also explain laws, rules, and procedures for employment, personnel, purchasing, contract and other financial matters, and they review the effectiveness and efficiency of organization procedures and revise them as needed.

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