



**MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST
BUDGET MODIFICATION**

(Revised: 8/18/11)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C-4 DATE 3/14/13
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 3/14/13
Agenda Item #: C.4
Est. Start Time: 9:30 am
Date Submitted: 2/25/13

BUDGET MODIFICATION # DCJ-11 Reclasses a Vacant 1.00 FTE Corrections Counselor to a Probation/Parole Officer in the Adult Services Division, 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: | <u>March 14, 2013</u> | Time Needed: | <u>N/A</u> |
| Department: | <u>Dept. of Community Justice</u> | Division: | <u>Adult 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 vacant 1.00 FTE Corrections Counselor 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 vacant 1.00 FTE Corrections Counselor (6268) position to a Probation/Parole Officer (6276) was approved for recommendation to the Board of County Commissioners by the Class/Comp Unit of Central Human Resources on February 21, 2013 with an effective date of March 1, 2013.

Since January 2012, the Transition Services Unit has been responsible for post-prison and local control intakes. Per Oregon Administrative Rules, Corrections Counselors do not have the legal authority to "direct" offenders. For that reason, Probation/Parole Officers in this unit have been completing all post prison intakes that include reviewing and signing

Conditions of Supervision. Reclassifying this position from Corrections Counselor to Probation/Parole Officer will allow the unit to conduct in-custody interviews, intakes, and specialized services for those being released from state and local custody.

The examples of primary responsibilities of this position will be: advising/instructing offenders to comply with probationary or post prison conditions, legal obligations and requirements imposed by Court, Parole Board and Statute; maintaining on-going evaluation and communicating to the court with recommendations for sentence modification; drafting and executing individual supervision or surveillance plans to monitor offender compliance; conducting unannounced field visits to offenders' residence or place of employment; conducting searches and seizing evidence as authorized; assessing the level of danger presented by the offenders placing the offenders in secure custody when necessary; and imposing sanctions on offenders for violations of supervisory conditions or directives.

This position, as a Probation/Parole Officer, differs from the Corrections Counselor class by the ability to give directives to the offenders and ability to arrest and sanction. Additionally, Probation/Parole officers are required to be certified by the Board on Police Standards and Training in Basic Probation and Parole within one year of hire.

The purpose, duties, and qualifications of this position as described best fit the Probation/Parole Officer (6276) job classification.

In the FY 2013 Adopted Budget this position is part of Program Offer 50039 – Adult Transition and Re-Entry 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. 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 19% 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.

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

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.**
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.

Required Signature

| | | |
|---|-----------------------------------|---------------|
| Elected Official or Dept Director: | Joyce Resare for Scott Taylor /s/ | Date: 2/25/13 |
| Budget Analyst: | Shannon Busby /s/ | Date: 2/25/13 |
| Department HR: | James Opoka /s/ | Date: 2/25/13 |
| Countywide HR: | Olga Ward /s/ | Date: 2/25/13 |

Budget Modification ID: DCJ-11

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: 2013

| Line No. | Fund Center | Fund Code | Program # | Func. Area | Internal Order | Accounting Unit | | Cost Element | Current Amount | Revised Amount | Change Increase/ (Decrease) | Subtotal | Description |
|----------|-------------|-----------|-----------|------------|----------------|-----------------|-------------|--------------|----------------|----------------|-----------------------------|----------|----------------|
| | | | | | | Cost Center | WBS Element | | | | | | |
| 1 | | | | | | | | | | 0 | | | |
| 2 | | | | | | | | | | 0 | | | |
| 3 | | | | | | | | | | 0 | | | |
| 4 | | | | | | | | | | 0 | | | |
| 5 | | | | | | | | | | 0 | | | |
| 6 | | | | | | | | | | 0 | | | |
| 7 | | | | | | | | | | 0 | | | |
| 8 | | | | | | | | | | 0 | | | |
| 9 | | | | | | | | | | 0 | | | |
| 10 | | | | | | | | | | 0 | | | |
| 11 | | | | | | | | | | 0 | | | |
| 12 | | | | | | | | | | 0 | | | |
| 13 | | | | | | | | | | 0 | | | |
| 14 | | | | | | | | | | 0 | | | |
| 15 | | | | | | | | | | 0 | | | |
| 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 | Total - Page 1 |
| | | | | | | | | | | | 0 | 0 | GRAND TOTAL |

No Fiscal impact

| FM Side | | | PS/CO Side | | | Cost Element/Commitment Item | Notes |
|--|--------------|-----------------|----------------|-------------|-------------|------------------------------|--|
| FM Fund Center | FM Fund Code | Functional Area | Internal Order | Cost Center | WBS Element | | |
| General Fund Contingency | | | | 9500001000 | | 60470 | Reduce available General Fund Contingency |
| 19 | 1000 | 0020 | | | | xxxxx | Increase Expenditure |
| xx-xx | xxxxx | 0020 | | xxx | xxx | | |
| 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 | | |
|--|----------------------------------|------|
| Special Revenue Funds | | |
| 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 |
| Capital Project Funds | | |
| 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 |
| Enterprise Funds | | |
| 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.