



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-05-17: Reclassifies a 1.00 FTE Office Assistant 2 to a Records Technician in the Adult Services Division

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 vacant 1.00 FTE Office Assistant 2 (6001), which has been reviewed by the Class/Comp Unit of Central Human Resources.

Reclassification of a vacant 1.00 FTE Office Assistant 2 (6001) to a Records Technician (6157) was approved for recommendation to the Board of County Commissioners by the Class/Comp Unit of Central Human Resources on July 19, 2016, with an effective date of August 1, 2016.

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.

The Pretrial Supervision Program (PSP) has a vacant Office Assistant 2 position which presents an opportunity to reassign tasks based on current work load. Processing a PSP file requires complex record research, analysis, and data management to create and maintain data. Each case requires and contains multiple documents; all information is gathered and compiled from multiple sources utilizing various computer systems such as eCourt, eSWSP, DOC, LEDS and RegJIN. The essential functions of this position will include records research and analysis, data entry of in-custody and out-of-custody referral files, as well as office support and reception duties.

An analysis of the Office Assistant Senior, Records Technician, and the Corrections Technician

classifications was performed before making an allocation decision. The duties, responsibilities and qualifications support this position is allocated to Records Technician (6157).

In the FY 2017 adopted budget this position is part of program offer 50018-17; Adult Recog / Pretrial Supervision Program.

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

For current FY 2017 this reclassification increases DCJ's personnel budget by \$9,738. The increase is offset by decreasing the premium pay budget by \$(9,738) in the same program offer for a net zero impact.

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.

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?

No, the position is currently vacant.

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: _____