



**MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST
BUDGET MODIFICATION**

(Revised: 8/18/11)

Board Clerk Use Only

Meeting Date: 5/9/13
Agenda Item #: C.2
Est. Start Time: 9:30 am
Date Submitted: 4/23/13

**BUDGET MODIFICATION # DCJ-12 Reclasses a 0.80 FTE Juvenile Counselor to
 Agenda a Program Specialist Senior in the Juvenile Services Division, as Determined
 Title: 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: May 9, 2013 **Time Needed:** N/A
Department: Dept. of Community Justice **Division:** Juvenile Services Div.
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 a 0.80 FTE Juvenile 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 0.80 FTE Juvenile Counselor (6272) position to a Program Specialist Senior (6088) was approved for recommendation to the Board of County Commissioners by the Class/Comp Unit of Central Human Resources on April 15, 2013 with an effective date retro-active to September 12, 2012.

The duties of this position have gradually evolved over a period of time with focus shifting from providing direct client counseling, crisis intervention and case management to working on improving practices, policies and coordination of treatment services available to the youth who become formally involved with the Juvenile Justice System. The current

incumbent in this position seeks to improve outcomes for delinquent youth and their families by effectively collaborating with community partners who provide youth services and implementing strategies for ensuring justice-involved youth have access to treatment and are gaining skills to prepare them to be successful in their community.

In addition, the current incumbent serves as a system navigator and liaison between the Juvenile Services Division (JSD) and the youth treatment programs in the community. They act as a designated spokesperson and subject matter expert and liaison between DCJ staff and the treatment communities to ensure effective communication and collaboration. They are also responsible for developing and managing major highly complex programs involving multiple disciplines and community groups that have distinct charters, missions and goals for oversight.

Furthermore, the incumbent is the sole administrator for the Juvenile Services Tracking (JuST) system which was designed to support assessment and treatment tracking for Juvenile Services staff in order to eliminate duplicate data entry for counseling and treatment services staff and improving business processes by automating referrals and progress reports, improving case specific communication by sharing information related to treatment episodes; and providing a means to collect data on juvenile justice involved youth and treatment success.

An analysis of the following classifications was performed before making an allocation decision:

- Juvenile Counselor (6272)
- Operations Process Specialist (6500)
- Program Specialist (6021)
- Program Specialist Senior (6088)

While the essential functions of this position have elements that fit both the Program Specialist (6021) and the Program Specialist Senior (6088), based on the current incumbents roles, responsibilities and independent decision making, the position better fits the Program Specialist Senior (6088) classification.

In the FY 2013 Adopted Budget this position is part of Program Offer 50016 – Juvenile Services Management. For the upcoming FY 2014 this position is located in Program Offer 50029 – Juvenile Community Interface 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 16% 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 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 incumbent will be reclassified with this position retro-active to September 12, 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:** 4/23/13

Budget Analyst: Shaun Coldwell /s/ **Date:** _____

Department HR: James Opoka /s/ **Date:** _____

Countywide HR: Olga Ward /s/ **Date:** _____

