



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(Revised: 8/18/11)

Board Clerk Use Only

Meeting Date: 7/11/13
Agenda Item #: C.5
Est. Start Time: 9:30 am
Date Submitted: 6/18/13

**BUDGET MODIFICATION # DCJ-03 Reclasses a 1.00 FTE Office Assistant
Agenda Senior to a Records Technician in the Adult 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: July 11, 2013 Time Needed: N/A
Department: Dept. of Community Justice Division: Director's Office
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 an Office Assistant Senior 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 1.00 FTE Office Assistant Senior (6002) position 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 June 5, 2013 with an effective date retro-active to December 13, 2012.

The purpose of this position is to provide records support to 13 Probation/Parole Officers, 3 Corrections Technicians and 2 Community Justice Managers. The records management functions include researching, documenting and monitoring data used for the facilitating supervision of community corrections clients in order to implement evidence-based

practices, case assignments and budget determination. Examples of the primary duties are: verifying, modifying, and editing information in Webleads, OJIN and SPIN; adding, revising, and amending record entries based on the date of the judicial/parole order; preparing records for permanent or temporary closures; determining and entering appropriate codes for the information systems; and creating files for the Probation Officers' assignments.

This position description was reviewed against the following classifications: Office Assistant 2 (6001), Office Assistant Senior (6002), and Records Technician (6157). The majority of the duties are consistent with the Records Technician classification.

In the FY 2014 Adopted Budget this position is part of Program Offer 50041 – Adult Domestic Violence Supervision.

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

There is no fiscal impact for FY 2014 because both of these job classifications are in the same pay scale.

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 classification 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 December 13, 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:** 6/18/13

Budget Analyst: Allen Vogt /s/ **Date:** 6/18/13

Department HR: James Opoka /s/ **Date:** 6/18/13

Countywide HR: Olga Ward /s/ **Date:** 6/18/13