



**MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST
BUDGET MODIFICATION**

(revised 08/02/10)

| Board Clerk Use Only | |
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| Meeting Date: | 12/6/12 |
| Agenda Item #: | C.1 |
| Est. Start Time: | 9:30 am |
| Date Submitted: | 11-20-12 |

BUDGET MODIFICATION: DCJ - 06

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| Agenda Title: | BUDGET MODIFICATION # DCJ-06 Reclasses a 1.00 FTE Vacant Administrative Specialist to a Administrative Specialist Non-Represented in the Juvenile Services Division, as Determined by the Class/Comp Unit of Central Human Resources. |
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Note: For all other submissions (i.e. Notices of Intent, Ordinances, Resolutions, Orders or Proclamations) please use the APR short form.

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|--|-----------------------------------|-------------------------------|-----------------------------------|
| Requested Meeting Date: | <u>December 6, 2012</u> | Amount of Time Needed: | <u>N/A</u> |
| Department: | <u>Dept. of Community Justice</u> | Division: | <u>Juvenile 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 1.00 FTE Vacant Administrative Specialist 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 Vacant Administrative Specialist [6005] position to a Administrative Specialist Non-Represented [9634] was approved for recommendation to the Board of County Commissioners by the Class/Comp Unit of Central Human Resources on November 19, 2012 with an effective date of November 19, 2012.

As the past employee of this position retired, the duties of this position are changing to mirror the

non-represented Administrative Specialist position in the DCJ Adult Services Division. The purpose of this position is to provide a high level of administrative support to the Juvenile Services Division Director, Senior Managers and Community Justice Managers. As a member of the Juvenile Leadership Team, this position will routinely encounter highly confidential labor relation duties and concerns, including taking notes at Local 86 labor/management negotiations, compiling negotiations related research, and editing disciplinary letters.

The non-represented Administrative Specialist classification is distinguished from the represented class in that the former routinely performs confidential tasks related to collective bargaining and disciplinary strategy formulation. In this capacity, the non-represented Administrative Specialist researches, compiles, reviews, edits, and redrafts disciplinary actions, investigation findings, and information directly related to grievance handling or collective bargaining. This revised position is management/confidential as defined by Oregon's Public Employees Collective Bargaining Act.

This position differs from the Office Assistant series in that it directly supports a division director/executive manager; has a broad latitude and discretion in scheduling and rearranging the director's appointments, events, and planning activities; responds to sensitive requests for information on behalf of the director; and screens, prioritizes calls, visitors, and mail for the director.

The duties, responsibilities and qualifications support that this position is allocated to Administrative Specialist (9634).

In the FY 2013 Adopted Budget this position is part of Program Offer 50016 – Juvenile Services Management.

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. This position is ongoing and is expected to be included in the FY-2014 budget submittal.

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

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).**
N/A. This position is funded 100% by County General Fund.
- **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.

ATTACHMENT B

BUDGET MODIFICATION: DCJ - 06

Required Signatures

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| Elected Official or Dept. Director: | Joyce Resare for Scott Taylor /s/ | Date: 11/20/12 |
| Budget Analyst: | Shannon Busby /s/ | Date: 11/20/12 |
| Department HR: | James Opoka /s/ | Date: 11/20/12 |
| Countywide HR: | Olga Ward /s/ | Date: 11/20/12 |