



# 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-05-15: Reclasses a 1.00 FTE Office Assistant Senior to a Records Technician in the Director's Office**

Requested Meeting Date: \_\_\_\_\_ Time Needed: N/A

Department: 50 - 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 a 1.00 FTE Office Assistant Senior, 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) 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 August 15, 2014, with a retro-active date to February 12, 2014.

Over the last year the duties and responsibilities of this position have gradually changed and as such the position is requested for reclassification from an Office Assistant Senior to a Records Technician. The primary purpose of the position is to perform a variety of clerical and technical duties related to supporting crime victims in Multnomah County. This position is responsible for ensuring records and data are entered and updated; working with six data systems, extracting and merging data, and sending out notifications to victims; serving as a resource and subject matter expert for specialty procedures, research, and analysis; providing training to colleagues and volunteers; working with court orders, post-prison orders, and automated reports; receiving, auditing, and correcting various orders as well as automated reports; interpreting and researching

orders for completeness and accurateness; assisting staff in the interpretation and application of policies, procedures, and laws; working with victims of offenders being supervised in Multnomah County and other Oregon counties and notifying them of impending hearings involving the defendant; monitoring restitution paid by defendants; referring to Probation/Parole Officers for nonpayment; and interacting effectively with victims and assisting them and/or family members with their needs.

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 2015 Adopted Budget this position is part of program offer 50003 - DCJ Crime Victims Unit.

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

There is no fiscal impact for FY 2015 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 6% 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

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**Budget Modification**

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**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 classification decision from the Class/Comp Unit of Central Human Resources.

**9. Do any personnel actions result from this budget modification?**

Yes, the current incumbent will be reclassified with this position retro-active to February 12, 2014.

**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

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**Required Signature**

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**Elected Official or  
Dept. Director:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Budget Analyst:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Department HR:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Countywide HR:** \_\_\_\_\_

**Date:** \_\_\_\_\_