



# Multnomah County Agenda Placement Request Budget Modification (FY 2018)

## Board Clerk Use Only

Meeting Date: \_\_\_\_\_

Agenda Item #: \_\_\_\_\_

Est. Start Time: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

**Agenda Title:** BUDGET MODIFICATION # DCJ-05-19: Reclassifies a 1.00 FTE Data Technician to Data Analyst in the Director's Office.

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

**Department:** 50 - Community Justice **Division:** Director's Office

**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 1.00 FTE Data Technician (6074), which has been reviewed by the Class/Comp Unit of Central Human Resources. Reclassification of a 1.00 FTE Data Technician (6074) to Data Analyst (6073) was approved for recommendation to the Board of County Commissioners by the Class/Comp Unit of Central Human Resources on September 10, 2018, with an effective date of March 10, 2018 (six months retroactive).

### 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.

This employee-initiated request in the Research & Planning unit of the Department of Community Justice (DCJ) is for reclassification from a Data Technician to a Data Analyst because of a gradual assumption of duties and responsibilities that have occurred since March. The position has taken on the responsibility of implementing and maintaining the DCJ-specific data system, REDCap, as well as increased qualitative analysis for newly awarded grants. The position is now responsible for designing, implementing, and maintaining the REDCap data capture system and CJ-Trak client referral tracking system; serving as a liaison to external treatment providers to determine needs and design reports; reconciling work process needs of treatment providers with reporting requirements set by provider contracts; designing and implementing reports based on data captured in REDCap; designing and maintaining complex and statistically sound surveys and

forms for external treatment providers, internal programs, and grant evaluations; providing technical assistance to outside agencies/contracts on the systems; developing written documents, internal procedures, and system end user manuals and instructions; designing research protocols for qualitative research; implementing and executing qualitative research protocols for evaluation and research projects and grants; performing complex qualitative data analysis; developing reports for evaluation and research projects and grants; assisting in identifying evaluation needs and researching design in grant applications; maintaining project schedules and coordinating completion of Institutional Review Board (IRB) applications and renewals; ensuring IRB compliance; drafting IRB applications and renewals; participating in writing final reports and presenting results to funders, stakeholders, and practitioners; and preparing reports, presentations, white papers, and other publications for technical and non-technical audiences.

An analysis of the Data Technician and Data Analyst classifications was performed before making an allocation decision. The duties, responsibilities and qualifications support that this position is allocated to Data Analyst (6073).

In the FY 2019 budget, this position is part of program offer 50004-19, DCJ Research & Planning Unit.

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

For current FY 2019 this reclassification increases DCJ's personnel budget by \$4,682. The increase is offset by decreasing the temporary pay budget by (\$4,682) 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 26% 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 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 reclassification decision from the Class/Comp Unit of Central Human Resources.

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

Yes, the current incumbent is reclassified with this position retroactive to March 10, 2018.

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