



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

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C.1 DATE 9/27/18
TAJA NELSON, ASST. BOARD CLERK

Board Clerk Use Only

Meeting Date: 9/27/18
Agenda Item #: C.1
Est. Start Time: 9:30 a.m.
Date Submitted: 9/13/18

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

Budget Modification

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

Required Signature

**Elected Official or
Dept. Director:** Joyce Resare /s/

Date: 9/12/18

Budget Analyst: Chris Yager /s/

Date: 9/13/18

Department HR: Patty Blanchard /s/

Date: 9/12/18

Countywide HR: N/A

Date: _____

Exp/Rev/FTE - Budget Modification

Budget Year: 2019

Budget Modification: DCJ-05-19

Expenditures & Revenues

An increase in revenue is shown as a negative value and a decrease as a positive value for consistency with SAP.

Line No.	Program Offer Number	Fund Code	Fund Center	Func. Area	Cost Object	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
1	50004-19	1000	50-05	0050	500300	60000 - Permanent	653,859	654,865	1,006	
2	50004-19	1000	50-05	0050	500300	60100 - Temporary	20,252	19,246	(1,006)	
3	50004-19	1000	50-05	0050	500300	60130 - Salary Related Expns	222,546	222,876	330	
4	50004-19	1000	50-05	0050	500300	60135 - Non Base Fringe	1,703	1,373	(330)	
5	50004-19	1000	50-05	0050	500300	60140 - Insurance Benefits	203,949	204,018	69	
6	50004-19	1000	50-05	0050	500300	60145 - Non Base Insurance	324	255	(69)	
1000 Total										0
7	50004-19	32620	50-05	0050	CJADM.CJC.JRP.RAP	60000 - Permanent	89,749	90,419	670	
8	50004-19	32620	50-05	0050	CJADM.CJC.JRP.RAP	60100 - Temporary	11,733	11,063	(670)	
9	50004-19	32620	50-05	0050	CJADM.CJC.JRP.RAP	60130 - Salary Related Expns	29,791	30,011	220	
10	50004-19	32620	50-05	0050	CJADM.CJC.JRP.RAP	60135 - Non Base Fringe	987	767	(220)	
11	50004-19	32620	50-05	0050	CJADM.CJC.JRP.RAP	60140 - Insurance Benefits	28,908	28,954	46	
12	50004-19	32620	50-05	0050	CJADM.CJC.JRP.RAP	60145 - Non Base Insurance	188	142	(46)	
32620 Total										0
13	50004-19	32839	50-05	0050	CJADM.WEB.DUBOIS.RAP	60000 - Permanent	60,754	62,430	1,676	
14	50004-19	32839	50-05	0050	CJADM.WEB.DUBOIS.RAP	60100 - Temporary	11,666	9,990	(1,676)	
15	50004-19	32839	50-05	0050	CJADM.WEB.DUBOIS.RAP	60130 - Salary Related Expns	20,106	20,656	550	
16	50004-19	32839	50-05	0050	CJADM.WEB.DUBOIS.RAP	60135 - Non Base Fringe	3,826	3,276	(550)	
17	50004-19	32839	50-05	0050	CJADM.WEB.DUBOIS.RAP	60140 - Insurance Benefits	18,283	18,398	115	
18	50004-19	32839	50-05	0050	CJADM.WEB.DUBOIS.RAP	60145 - Non Base Insurance	3,083	2,968	(115)	
32839 Total										0
50-05 Total										0

Exp/Rev/FTE - Budget Modification

Budget Year: 2019

Budget Modification: DCJ-05-19

Line No.	Program Offer Number	Fund Code	Fund Center	Func. Area	Cost Object	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
					Program Offer Number 50004-19 Total					0

Exp/Rev/FTE - Budget Modification

Budget Year: 2019

Budget Modification: DCJ-05-19

Annualized Personnel Changes

Change is shown on a full year basis even though this action affects only a part of the fiscal year (FY).

						Annualized				
Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
717802	6073	Data Analyst	68772	1000	500300	0.30	17,676	5,798	6,195	29,669
717802	6073	Data Analyst	68772	32620	CJADM.CJC.JRP.RAP	0.20	11,784	3,865	4,130	19,779
717802	6073	Data Analyst	68772	32839	CJADM.WEB.DUBOIS.RAP	0.50	29,460	9,663	10,325	49,448
717802	6074	Data Technician	68772	1000	500300	(0.30)	(16,670)	(5,468)	(6,126)	(28,264)
717802	6074	Data Technician	68772	32620	CJADM.CJC.JRP.RAP	(0.20)	(11,114)	(3,645)	(4,084)	(18,843)
717802	6074	Data Technician	68772	32839	CJADM.WEB.DUBOIS.RAP	(0.50)	(27,784)	(9,113)	(10,210)	(47,107)
Total Annualized Changes:						0.00	\$3,352	\$1,100	\$230	\$4,682

Current Year Personnel Changes

Cost/savings that will take place in this FY; these explain the actual dollar amounts being changed by this BudMod.

						Current Year				
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717802	6074	Data Technician	68772	32620	CJADM.CJC.JRP.RAP	(0.20)	(11,114)	(3,645)	(4,084)	(18,843)
717802	6074	Data Technician	68772	32839	CJADM.WEB.DUBOIS.RAP	(0.50)	(27,784)	(9,113)	(10,210)	(47,107)
Total Current FY Changes:						0.00	\$3,352	\$1,100	\$230	\$4,682