



**MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST
BUDGET MODIFICATION**

(Revised 12/31/09)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C-3 DATE 02/11/2010
DEBORAH L. BOGSTAD, BOARD CLERK

Board Clerk Use Only	
Meeting Date:	02/11/2010
Agenda Item #:	C-3
Est. Start Time:	9:30 AM
Date Submitted:	02/03/2010

BUDGET MODIFICATION: DCJ - 14

Agenda Title:	BUDGET MODIFICATION DCJ-14 Reclassifying a 1.00 FTE Research Evaluation Specialist 1 to a Research/Evaluation Specialist 2 in the Employee, Community and Clinical 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.

Requested Meeting Date:	<u>February 11, 2010</u>	Amount of Time Needed:	<u>N/A</u>
Department:	<u>Dept. of Community Justice</u>	Division:	<u>Employee, Community & Clinical Services</u>
Contact(s):	<u>Shaun Coldwell</u>		
Phone:	<u>503-988-3961</u>	Ext.:	<u>83961</u>
Presenter(s):	<u>Consent Calendar</u>	I/O Address:	<u>503 / 250</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 Research/Evaluation Specialist 1 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.

The Class/Comp Unit completed a management sponsored study for the both the represented and non-represented/management Research/Evaluation Analyst job classifications. This study primarily addressed classification and whether the positions should be represented (Local 88) or be designated as non-represented/management. In DCJ, two positions were included in this study with one being

recommended for reclassification. Reclassification of a 1.00 FTE Research/Evaluation Analyst 1 (6085) position to a Research/Evaluation Analyst 2 (6086) was approved for recommendation to the Board of County Commissioners by the Class/Comp Unit of Central Human Resources on January 27, 2010, to be effective to February 1, 2010.

This position is part of FY 2010 Program Offer 50003 – DCJ Quality Systems Management & Evaluation.

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

For current year FY-2010 this reclassification increases DCJ's personnel expense budget by \$5,374. The increased personnel expense budget is offset by a decrease of \$(5,374) in DCJ's travel & training budget, respectively. This position is ongoing and is expected to be included in the FY2011 budget submittal.

4. Explain any legal and/or policy issues involved.

Employees have the right to request evaluation of the appropriateness of their classifications. The Classification/Compensation Unit has a formal process for evaluating these requests. The reclassification for which approval is sought in this request has been reviewed by the Classification/Compensation Unit and the position has been found to be wrongly classed. By contract and under our personnel rules, we are required to compensate employees appropriately based on these findings.

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

- **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.**

Yes, the current employee in this position will be reclassified to a Research/Evaluation Analyst 2 [6086] effective February 1, 2010.

- **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

<i>NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.</i>
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ATTACHMENT B

BUDGET MODIFICATION: DCJ - 14

Required Signatures

**Elected Official or
Department/
Agency Director:**



Date: 02/03/2010

Budget Analyst:



Date: 02/03/2010

Department HR:



Date: 02/03/2010

Countywide HR:



Date: 02/03/2010

Budget Modification ID: **DCJ-14**

EXPENDITURES & REVENUES

Budget/Fiscal Year: 2010

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with SAP.

Line No.	Fund Center	Fund Code	Program #	Func. Area	Internal Order	Accounting Unit		Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
						Cost Center	WBS Element						
1	50-05	1000	50003	50		500300		60000	272,158	276,025	3,867		Salary
2	50-05	1000	50003	50		500300		60130	80,551	81,768	1,217		Fringe
3	50-05	1000	50003	50		500300		60140	65,782	66,072	290		Insurance
4	50-05	1000	50003	50		500300		60260	7,000	1,626	(5,374)		Travel & Training
5										0		0	ECCS R&E position reclass
6										0			
7	72-10	3500		20		705210		50316		(290)	(290)		Insurance Revenue
8	72-10	3500		20		705210		60330		290	290		Claims Paid
9										0			
10										0			
11										0			
12										0			
13										0			
14										0			
15										0			
16										0			
17										0			
18										0			
19										0			
20										0			
21										0			
22										0			
23										0			
24										0			
25										0			
26										0			
27										0			
28										0			
29										0			
											0	0	Total - Page 1
											0	0	GRAND TOTAL

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

							ANNUALIZED			
Fund	Job #	HR Org	CC/WBS/IO	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
1000	6085	63269	500300	RE Ayst 1	705156	(1.00)	(40,507)	(12,748)	(14,344)	(67,599)
1000	6086	63269	500300	RE Ayst 2	705156	1.00	49,715	15,645	15,035	80,395
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
TOTAL ANNUALIZED CHANGES						0.00	9,208	2,897	691	12,796

CURRENT YEAR PERSONNEL DOLLAR CHANGE
 Calculate costs/savings that will take place in this FY; these should explain the actual dollar amounts being changed by this Bud Mod.

							CURRENT YEAR			
Fund	Job #	HR Org	CC/WBS/IO	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
1000	6085	63269	500300	RE Ayst 1	705156	(0.42)	(17,013)	(5,354)	(6,024)	(28,392)
1000	6086	63269	500300	RE Ayst 2	705156	0.42	20,880	6,571	6,315	33,766
										0
										0
				Reclass effective 2/1/2010						0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
TOTAL CURRENT FY CHANGES						0.00	3,867	1,217	290	5,374



MULTNOMAH COUNTY, OREGON

DEPARTMENT OF COUNTY MANAGEMENT
CENTRAL HUMAN RESOURCES DIV
Classification/Compensation Unit

MULTNOMAH BUILDING
501 SE HAWTHORNE BLVD, Ste 400
PORTLAND OR 97293-0700

PHONE: (503) 988-5015
FAX: (503) 988-3009
TDD: (503) 988-5170

TO: Lailah Hamblin, (SAP# 11287), DCJ - Quality Systms&Eval Svcs
FROM: Candace Busby, Joi Doi - Central HR -- Classification/Compensation *C. Busby*
DATE: January 27, 2010
SUBJECT: Research and Evaluation Study Implementation and Allocation Notice

The Classification/Compensation Unit completed a management sponsored study for the represented job classes Research/Evaluation Analyst (REA) 1 (6085), Research/Evaluation Analyst 2 (6086), Research/Evaluation Analyst Senior (6087); and the non-represented/management job classes Research/Evaluation Analyst Senior N/R (9043), Research/Evaluation Supervisor (9041), and Principal Investigator (9798). This study primarily addressed classification and whether positions should be represented (Local 88) or be designated as non-represented/management; no compensation survey was conducted. A few select positions requested by County managers were included in this study to determine if they should be reclassified into the REA job family. You are receiving this letter because your position was reviewed as part of the study.

Your individual results from this study are as follows:

Date	Position Number	Classification	Grade	Step	Rate	Class Seniority	Action
1/31/2010	705156	Research/Evaluation Analyst 1 (6085)	18	2	\$ 19.40	7/2/2007	Pre-Study
2/1/2010		Research/Evaluation Analyst 2 (6086)	26	1	\$ 23.81	2/1/2010	Study Result

Management sponsored studies have no retroactive effective date unless Class Comp has agreed to a specific date. Therefore, any allocation changes will be implemented effective February 1, 2010. Employees who are reclassified with their positions will be placed within the pay range for the new classification. Compensation is determined in accordance with applicable bargaining agreement or MC Personnel Rule 2-40. Your classification outcome may be appealed under Article 15 of the Local 88 contract by filing a Step 3 grievance within fifteen (15) days of receipt of this notification letter.

If there is a change to your pay rate as a result of this study, pay adjustments will be implemented as soon as possible. For a more exact date when a pay adjustment might be reflected on your actual paycheck, please contact your local/department HR Representative or HR Maintainer. Please note that this allocation notice reflects the study's impact on your base classification.

If you have additional questions regarding this information, please contact Candace Busby at ext. 24422 or Joi Doi at ext. 83241.

Copy: Local 88
Department HR Maintainer
Class Comp file



MULTNOMAH COUNTY, OREGON

DEPARTMENT OF COUNTY MANAGEMENT
CENTRAL HUMAN RESOURCES DIV
Classification/Compensation Unit

MULTNOMAH BUILDING
501 SE HAWTHORNE BLVD, Ste 400
PORTLAND OR 97293-0700

PHONE: (503) 988-5015
FAX: (503) 988-3009
TDD: (503) 988-5170

TO: Liangrong Wu, (SAP# 7374), DCJ - Quality Systms&Eval Svcs
FROM: Candace Busby, Joi Doi - Central HR -- Classification/Compensation *C. Busby*
DATE: January 27, 2010
SUBJECT: Research and Evaluation Study Implementation and Allocation Notice

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Your individual results from this study are as follows:

Date	Position Number	Classification	Grade	Step	Rate	Class Seniority	Action
1/31/2010	707829	Research/Evaluation Analyst/Senior (6087)	34	7	\$ 36.07	8/26/2007	Pre-Study
2/1/2010		Research/Evaluation Analyst/Senior (6087)	34	7	\$ 36.07	8/26/2007	Study Result

Management sponsored studies have no retroactive effective date unless Class Comp has agreed to a specific date. Therefore, any allocation changes will be implemented effective February 1, 2010. Employees who are reclassified with their positions will be placed within the pay range for the new classification. Compensation is determined in accordance with applicable bargaining agreement or MC Personnel Rule 2-40. Your classification outcome may be appealed under Article 15 of the Local 88 contract by filing a Step 3 grievance within fifteen (15) days of receipt of this notification letter.

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