



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 # JOHS-02-18: Reclassifies 1.00 FTE Office Assistant 2 to a Senior and a 1.00 FTE Data Analyst to a Senior

Requested Meeting Date: 11/30/17 **Time Needed:** Consent Agenda

Department: 1055 - Joint Office on Homeless Services **Division:** _____

Contact(s): Christian Elkin Finance Manager and Marc Jolin, Executive Director

Phone: 503-988-7689 **Ext.** 87689 **I/O Address** 167/1/105

Presenter Name(s) & Title(s): Consent Agenda

General Information

1. What action are you requesting from the Board?

The Joint Office of Homeless Services (JOHS) requests approval to reclassify a 1.00 Data Analyst to a Data Analyst Sr. and a 1.00 Office Assistant 2 to an Office Assistant Sr. as determined by Central Human Resources Classification Compensation Unit.

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 Data Analyst Sr. is requested in order to fill the need for advanced and complex data analysis of data systems for programs associated with JOHS. The purpose of the position is to provide key leadership in turning data into useful information that can be used to monitor and evaluate work and shape policies around homelessness. Responsibilities include managing the development, administration, and maintenance of complex databases for homeless services delivery; designing, writing, and testing queries using vendor-supported reporting tools; preparing complex ad hoc reports; collecting, compiling, extracting, and organizing complex data from multiple systems into a variety of summaries and detailed executive management reports and presentations; developing tools to present data in useful static and dynamic formats to meet business needs; making recommendations to executive management within the JOHS in support of the A Home for Everyone (AHFE) program.

The reclassification from Office Assistant 2 to Office Assistant Senior is due to more complex duties being added to the position over time. The purpose of this position is to provide administrative and communications support for the A Home for Everyone (AHFE). Responsibilities include supporting the coordination and implementation of AHFE Executive Committee and Workgroups; providing information to the public and employees; maintaining calendars and schedules of activities, meetings, and functional events with other departments, the public, and agencies; providing support to the JOHS Director; coordinating with elected officials internally and externally; and researching and communicating with consultants and facilitators.

This change impacts program offer 10050-18: JOHS Administration and Operations.

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

The fiscal impact for the current year is an increase of \$18,538 in personnel costs. The Data Analyst Senior's current top step of the new classification (\$82,868) is \$13,516 higher than the current classification's top scale (\$69,352). The Office Assistant Senior's current top step of the new classification (\$50,128) is \$6,885 higher than the current classification's top scale (\$43,243).

Professional services will be reduced to cover the increase in personnel costs. The service reimbursement to the Risk Fund increases by \$883 for insurance related expenses. In subsequent fiscal years the financial impact of the new classifications will be funded within the program budget.

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

N/A

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?

The Risk Fund service reimbursement increases by \$883.

8. What do the changes accomplish?

Approval of a classification decision from the Central Human Resources Classification Compensation unit that best reflects the duties of the positions.

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

Yes reclassification of 2.00 FTE.

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:** _____

Date: _____

Budget Analyst: _____

Date: _____

Department HR: _____

Date: _____

Countywide HR: _____

Date: _____