



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(Revised: 5/24/13)

Board Clerk Use Only

Meeting Date: 3/27/14
Agenda Item #: C.1
Est. Start Time: 9:30 am
Date Submitted: 3/18/14

Agenda Title: **BUDGET MODIFICATION # DCJ-16 Reclasses a Vacant 1.00 FTE Office Assistant Senior to a Administrative Specialist in the Adult Services Division.**

Note: if Contingency, use that form. If item other than a BudMod, please use different APR. : Title should not be more than 2 lines but sufficient to describe the action requested.

Requested Meeting Date: <u>March 27, 2014</u>	Time Needed: <u>N/A</u>
Department: <u>Dept. of Community Justice</u>	Division: <u>Adult Services Division</u>
Contact(s): <u>Joyce Resare</u>	
Phone: <u>503.988.3961</u> Ext. <u>83961</u> I/O Address: <u>503 / 250</u>	
Presenter Name(s) & Title(s): <u>Consent Calendar</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 reclass a vacant 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 vacant 1.00 FTE Office Assistant Senior (6002) to a Administrative Specialist (6005) was approved for recommendation to the Board of County Commissioners by the Class/Comp Unit of Central Human Resources on March 5, 2014, with an effective date of also March 5, 2014.

As part of the Juvenile Services Division re-organization, this position was reassigned to the Family Supervision Unit (FSU) in the Adult Services Division. Since the reassignment, the position's duties/assignments were reviewed. Because currently the Senior Managers are spending a lot of time managing their calendars, scheduling meetings and appointments, it was determined to dedicate this position as administrative support to them.

The purpose of this position will be to perform administrative support to the four Senior Managers assigned to the Adult Services Division. This position will manage complex calendars; schedule meetings; determine priorities and facilitate re-scheduling as necessary. Other duties will include monitoring areas or part of respective budget for each manager; run and compile monthly statistical reports from various criminal justice databases; and perform other administrative support functions.

An analysis of the Administrative Assistant, Administrative Specialist, and Office Assistant Senior classifications was performed before making an allocation decision. The duties, responsibilities and qualifications support that this position is allocated to Administrative Specialist (6005).

In the FY 2014 Adopted Budget this position is part of program offer 50042 – DCJ Adult Family Supervision Unit. In addition to reclassifying this position, this budget modification will move the position from the Family Supervision Unit to Adult Services Management, FY 2014 program offer 50030.

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

There is no fiscal impact for FY 2014 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 3% 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 and/or other government participation that has or will take place.

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

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

No, this position is currently vacant.

- **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

NOTE: Attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.

Required Signatures

Elected Official or Dept Director: Joyce Resare for Scott Taylor /s/ **Date:** 3/06/2014

Budget Analyst: Allen Vogt /s/ **Date:** 3/06/2014

Department HR: James Opoka /s/ **Date:** 3/06/2014

Countywide HR: Olga Ward /s/ **Date:** 3/06/2014

Note: Please submit electronically. Insert names of your approvers followed by /s/ - we no longer use actual signatures. Please date each signature. Use "n/a" when signature not applicable."