



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

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C.4 DATE 8/3/17
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 8/3/17
Agenda Item #: C.4
Est. Start Time: 9:30 am
Date Submitted: 7/27/17

Agenda Title: BUDGET MODIFICATION # NOND-01-18: Reclassifies a 1.00 FTE Legal Assistant Senior to a Paralegal in the County Attorney's Office.

Requested Meeting Date: 8/3/2017 Time Needed: N/A
Department: 1070 - County Attorney Division: N/A
Contact(s): Jenny Madkour
Phone: 988-3138 Ext. 83138 I/O Address 503/5/500
Presenter Name(s) & Title(s): Consent Calendar

General Information

1. What action are you requesting from the Board?

The County Attorney's office request approval to reclassify a 1.00 Legal Assistant Senior to a Paralegal 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 is a management initiated reclass of the position due to the need to sustain added responsibility for trial and litigation support as the result of hiring new attorneys and shifting staff responsibilities. Added duties include increased responsibility for litigation support and project coordination and management. The primary purpose of this position is litigation support to assigned attorneys, project management and technical expertise and training.

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

For the current year there is no budget impact. The current top step of the new classification (\$69,961) is \$3,464 higher than the current classification's top scale. 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.

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?

N/A

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 position.

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

Yes, reclassification of a 1.00 FTE Legal Assistant Senior to a Paralegal.

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: Jenny Madkour /s/

Date: 7/26/2017

Budget Analyst: Adam Brown /s/

Date: 7/27/2017

Department HR: Kara Hill

Date: 6/25/2017

Countywide HR: Laura Sampson

Date: 6/23/2017

Exp/Rev/FTE - Budget Modification

Budget Year: 2018

Budget Modification: NOND-01-18

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	10008-18	3500			107001	60000 - Permanent	2,984,164	2,984,164	0	
2	10008-18	3500			107001	60130 - Salary Related Exps	1,034,349	1,034,349	0	
3	10008-18	3500			107001	60140 - Insurance Benefits	602,555	602,555	0	
3500 Total										0
Total										0
Program Offer Number 10008-18 Total										0

Exp/Rev/FTE - Budget Modification

Budget Year: 2018

Budget Modification: NOND-01-18

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				
Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	(60000)	Fringe (60130)	(60140)	Total
702257	9004	Legal Assistant, SR/NR	61023	3500	107001	(1.00)	(66,497)	(21,904)	(19,989)	(108,390)
702257	9054	Paralegal	61023	3500	107001	1.00	66,497	21,904	19,989	108,390
Total Annualized Changes:						0.00				

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				
Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	(60000)	Fringe (60130)	(60140)	Total
702257	9004	Legal Assistant, SR/NR	61023	3500	107001	(1.00)	(66,497)	(21,904)	(19,989)	(108,390)
702257	9054	Paralegal	61023	3500	107001	1.00	66,497	21,904	19,989	108,390
Total Current FY Changes:						0.00	\$0	\$0	\$0	\$0