



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(Revised: 5/24/13)

Board Clerk Use Only

Meeting Date: 5/22/14
Agenda Item #: C.5
Est. Start Time: 10:15 am
Date Submitted: 4/30/14

Agenda Title: **BUDGET MODIFICATION # DCJ-19 Reclasses a 1.00 FTE Program Coordinator to a Human Resources Analyst 2/NR in the Director's Office.**

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: May 22, 2014 **Time Needed:** N/A
Department: Dept. of Community Justice **Division:** Director's Office
Contact(s): Joyce Resare
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 reclass a 1.00 FTE Program Coordinator, 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 1.00 FTE Program Coordinator (6022) to a Human Resources Analyst 2/NR (9670) was approved for recommendation to the Board of County Commissioners by the Class/Comp Unit of Central Human Resources on April 29, 2014, with an effective date of May 5, 2014.

This position is responsible for developing new programs and coordinating existing department-wide volunteer and intern services to augment DCJ service delivery. Responsibilities include creating new volunteer/intern positions, recruiting, interviewing, investigating backgrounds, promoting, performing needs assessments, orienting, placing, training, recognizing, evaluating, and terminating volunteers and interns. The employee in

this position serves as the primary point of contact for all volunteer and intern management, data collection and record maintenance and is an active member of the DCJ Human Resources, reporting directly to the DCJ Human Resources Manager.

The expected responsibilities and scope of this position were compared with the Program Coordinator, HR Analyst 1/NR, and the HR Analyst 2/NR job classifications. After an analysis it was determined that the current Program Coordinator classification did not address the HR-specific focus and confidential nature of the position. The purpose, essential functions and level of responsibility for this position are consistent with the HR Analyst 2/NR (9670) classification, and meet PECBA requirements regarding confidential employee/labor relations and other general work assignments.

In the FY 2014 Adopted Budget this position is part of program offer 50005 – DCJ Human Resources.

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 merit increases. The current top step of the new classification is 22% 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.**

Yes, the current incumbent will be reclassified with this position.

- **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:** 4/30/2014

Budget Analyst: Allen Vogt /s/ **Date:** 4/30/2014

Department HR: James Opoka /s/ **Date:** 4/30/2014

Countywide HR: Olga Ward /s/ **Date:** 4/30/2014

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."