



Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS

AGENDA # C - 5 DATE 10/2/14
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 10/2/14
Agenda Item #: C.5
Est. Start Time: 9:30 am
Date Submitted: 9/17/14

Agenda Title: BUDGET MODIFICATION # DCJ-06-15: Reclasses a Vacant 1.00 FTE Clerical Unit Coord to a Program Spec in the Adult Services Division.

Requested Meeting Date: 10/2/2014

Time Needed: N/A

Department: 50 - Community Justice

Division: Adult Services Division

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 reclassify a vacant 1.00 FTE Clerical Unit 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 Clerical Unit Coordinator (6003) to a Program Specialist (6021) was approved for recommendation to the Board of County Commissioners by the Class/Comp Unit of Central Human Resources on September 10, 2014, with an effective date of also September 10, 2014.

This Clerical Unit Coordinator position has been vacant since July 3, 2014. As part of the Support Restructure Plan, the Adult Services Division (ASD) has identified the need of this position to manage support staff training, keeping up with training materials and communicating new support processes. This position will review case file records process for compliance; evaluate staff processes and data for consistency; and identify training needs. This position will also contribute to the development of policy and procedures for automated systems used by ASD support staff.

Minimum qualifications for this position are: an equivalent to an associate's degree and four years

experience in a support classification with DCJ.

An analysis of Operations Process Specialist, Program Specialist Senior, and Program Specialist was performed before making an allocation decision. The duties, responsibilities and qualifications support that this position is allocated to Program Specialist (6021).

In the FY 2015 Adopted Budget this position is part of program offer 50018 - Adult Pretrial Supervision Program (PSP).

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

There is no fiscal impact for FY 2015 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 20% 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.

Since the position is currently vacant it must be filled in accordance with normal appointment procedures. 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 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 Class/Comp Unit of Central Human Resources.

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

No, this position is currently vacant.

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:** Joyce Resare for Scott Taylor /s/

Date: 9/17/14

Budget Analyst: Chris Yager /s/

Date: 9/17/14

Department HR: James Opoka /s/

Date: 9/17/14

Countywide HR: Olga Ward /s/

Date: 9/16/14

Exp/Rev/FTE - Budget Modification

Budget Year: 2015

Budget Modification: DCJ-06-15

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	50018-15	1000	50-10	0050	502230	60000 - Permanent	863,124	863,124	0	
2	50018-15	1000	50-10	0050	502230	60130 - Salary Related Expns	322,017	322,017	(1)	
3	50018-15	1000	50-10	0050	502230	60140 - Insurance Benefits	276,220	276,220	0	
1000 Total										0
50-10 Total										0
Program Offer Number 50018-15 Total										0

Exp/Rev/FTE - Budget Modification

Budget Year: 2015

Budget Modification: DCJ-06-15

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				
Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
708577	6003	Clerical Unit Coordinator	64594	1000	502230	(1.00)	(52,062)	(17,118)	(17,926)	(87,106)
708577	6021	Program Specialist	64594	1000	502230	1.00	52,112	17,135	17,930	87,177
Total Annualized Changes:						0.00	\$50	\$17	\$4	\$71

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				
Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
708577	6003	Clerical Unit Coordinator	64594	1000	502230	(0.83)	(43,426)	(14,278)	(14,942)	(72,646)
708577	6021	Program Specialist	64594	1000	502230	0.83	43,427	14,279	14,942	72,647
Total Current FY Changes:						0.00	\$1	\$0	\$0	\$2



Department of County Management
MULTNOMAH COUNTY OREGON
Human Resources
Multnomah Building
501 SE Hawthorne, Suite 300
Portland, Oregon 97214

Date: September 10, 2014
To: Wendy Kirby, ASD Pre-trial Services, DCJ
From: Olga Ward, Classification and Compensation Unit (503/3/300)
Request #: 2619 *Olga Ward*
Position #: 708577

We have completed our review of your request and the decision is outlined below.

Request Information:

Date Received: September 9, 2014	Effective Date: September 10, 2014
Current Classification: Clerical Unit Coordinator	Allocated Classification: Program Specialist
Job Class Number: 6003	Job Class Number: 6021
Pay Grade: 19	Pay Grade: 25
	Pay Range: \$50,801.04 - \$62,472.96 Annually

Position Information:

- ☒ Represented
- ☒ Vacant - see New/Vacant Section

New/Vacant Position Information:

If the position is vacant or the incumbent is not reclassified with the position, the position must be filled in accordance with the normal appointment procedures. If the position is reclassified due to reorganization, a limited recruitment process may be conducted. Please consult your Department Human Resources Unit for assistance.

Reason for Classification Decision:

This Clerical Unit Coordinator position has been vacant since 7/3/14. As part of the Support Restructure Plan, the Adult Services Division (ASD) has identified the need of this position to manage support staff training, keeping up with training materials and communicating new support processes. This position will review case file records process for compliance; evaluate staff processes and data for consistency; and identify training needs. This position will also contribute to the development of policy and procedures for automated systems used by ASD support staff.

Minimum qualifications for this position are: an equivalent to an associate's degree and four years experience in a support classification with DCJ.

An analysis of Operations Process Specialist, Program Specialist Senior, and Program Specialist was performed before making an allocation decision:

The *Operations Process Specialist (6500)* classification is responsible for serving as a department business area coordinator and subject matter expert to support and assist in the development, modification and implementation of new and existing information systems. The goal of this work is to improve the effectiveness of staff and the delivery of services to department clients, increase the use and understanding of data for decision making, and facilitate information systems training and support activities to help integrate information systems into the department's operations. Qualifications include the equivalent to an Associate's degree with major coursework in business, public administration, or a related field; and three (3) years of increasingly responsible experience using the information systems and/or technologies or their equivalents in the assigned functional area.

While the position in question will serve to improve the effectiveness of staff and the delivery of services; its main purpose is not to participate in the development, modification and implementation of new and existing information systems; therefore, the Operations Process Specialist classification is not the right match for this position.

The *Program Specialist Senior (6088)* classification provides leadership for a variety of internal and/or external County programs ranging from ongoing fully developed programs and functions to initiatives still in their early or exploratory stages. Programs are significant, extremely complex in nature, and require astute, often sensitive/delicate execution of interdivisional and interagency agreements, contracts and/or grants. Incumbents are considered technically authoritative/knowledge leaders within their program areas and are primary drivers of assigned grants/contracts. Qualifications include the equivalent to a Bachelor's Degree with major course work in public administration, business, statistics/math or a related field and five (5) years of increasingly responsible and major program development, policy analysis, or program compliance/monitoring, and evaluation experience. Program Specialist Seniors have greater consequence of error and breadth of self-initiated work, routinely identify problems, and formulate solutions independently or through consensus with stakeholders; therefore, this classification is not a good match for this new position. The scope of duties and responsibilities of this position is not at the level of the Program Specialist Senior classification.

The *Program Specialist (6021)* classification develops, implements, monitors, and provides ongoing evaluation of County programs, projects, or grants. Incumbents in this classification are considered specialists within their program area and exercise a significant degree of discretion, decision-making, and latitude under limited or infrequent supervisory direction. Program Specialists are viewed as subject matter experts, implementers, and people who help drive initiatives. Qualifications include the equivalent to a Bachelor's Degree with major course work in a related field, and two (2) years of responsible program planning, development, research assistance, or evaluation experience.

This position will act as a subject matter expert performing auditing, training and system improvement services. The duties, responsibilities and qualifications support that this position is allocated to Program Specialist (6021).

Rules and Rights:

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. This allocation may require Board of County Commissioners' approval, and so this decision is considered preliminary until such approval is received.

If the position requires specialized KSAs, please submit a request for approval through Labor Relations.

If you have any questions, please feel free to contact me at 503-988-7600.