



Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS

AGENDA # C-6 DATE 8/4/16
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 080416
Agenda Item #: C.6
Est. Start Time: 9:30 am
Date Submitted: 7/22/16

Agenda Title: **BUDGET MODIFICATION # DCJ-05-17: Reclassifies a 1.00 FTE Office Assistant 2 to a Records Technician in the Adult Services Division**

Requested Meeting Date: 8/11/16

Time Needed: N/A

Department: 50 - Community Justice

Division: Adult Services Division

Contact(s): Joyce Resare, Finance Manager

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 Office Assistant 2 (6001), which has been reviewed by the Class/Comp Unit of Central Human Resources.

Reclassification of a vacant 1.00 FTE Office Assistant 2 (6001) to a Records Technician (6157) was approved for recommendation to the Board of County Commissioners by the Class/Comp Unit of Central Human Resources on July 19, 2016, with an effective date of August 1, 2016.

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.

The Pretrial Supervision Program (PSP) has a vacant Office Assistant 2 position which presents an opportunity to reassign tasks based on current work load. Processing a PSP file requires complex record research, analysis, and data management to create and maintain data. Each case requires and contains multiple documents; all information is gathered and compiled from multiple sources utilizing various computer systems such as eCourt, eSWSP, DOC, LEDS and RegJIN. The essential functions of this position will include records research and analysis, data entry of in-custody and out-of-custody referral files, as well as office support and reception duties.

An analysis of the Office Assistant Senior, Records Technician, and the Corrections Technician

classifications was performed before making an allocation decision. The duties, responsibilities and qualifications support this position is allocated to Records Technician (6157).

In the FY 2017 adopted budget this position is part of program offer 50018-17; Adult Recog / Pretrial Supervision Program.

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

For current FY 2017 this reclassification increases DCJ's personnel budget by \$9,738. The increase is offset by decreasing the premium pay budget by \$(9,738) in the same program offer for a net zero impact.

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 19% 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 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 reclassification decision from the Class/Comp Unit of Central Human Resources.

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

No, the 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 Truls Neal /s/_____
Dept. Director:

Date: 7/20/16_____

Budget Analyst: Chris Yager /s/_____

Date: 7/22/16_____

Department HR: Kevin Alano /s/_____

Date: 7/21/16_____

Countywide HR: Olga Ward /s/_____

Date: 7/21/16_____

Exp/Rev/FTE - Budget Modification

Budget Year: 2017

Budget Modification: DCJ-05-17

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	50018-17	1000	50-10	0050	502230	60000 - Permanent	846,966	854,025	7,059	
2	50018-17	1000	50-10	0050	502230	60120 - Premium	20,752	13,693	(7,059)	
3	50018-17	1000	50-10	0050	502230	60130 - Salary Related Exps	318,196	318,196	0	
4	50018-17	1000	50-10	0050	502230	60140 - Insurance Benefits	272,923	272,923	0	
1000 Total										0
50-10 Total										0
Program Offer Number 50018-17 Total										0

Exp/Rev/FTE - Budget Modification

Budget Year: 2017

Budget Modification: DCJ-05-17

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
712213	6001	Office Assistant 2	64594	1000	502230	(1.00)	(33,740)	(10,362)	(17,447)	(61,549)
712213	6157	Records Technician	64594	1000	502230	1.00	41,440	12,727	18,005	72,172
Total Annualized Changes:						0.00	\$7,700	\$2,365	\$558	\$10,623

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
712213	6001	Office Assistant 2	64594	1000	502230	(0.92)	(30,928)	(9,499)	(15,993)	(56,420)
712213	6157	Records Technician	64594	1000	502230	0.92	37,987	11,666	16,505	66,158
Total Current FY Changes:						0.00	\$7,059	\$2,167	\$512	\$9,738