



# Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS

AGENDA # C-7 DATE 12/22/16  
MARINA BAKER, ASST BOARD CLERK

**Board Clerk Use Only**

Meeting Date: 12/22/16  
Agenda Item #: C.7  
Est. Start Time: 9:30 am  
Date Submitted: 12/7/16

**Agenda Title: BUDGET MODIFICATION # DCJ-12-17: Reclassifies 1.00 FTE Records Technician to Clerical Unit Coordinator in the Adult Services Division**

**Requested Meeting Date:** 12/15/16 **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 1.00 FTE Records Technician (6157), which has been reviewed by the Class/Comp Unit of Central Human Resources.

Reclassification of a 1.00 FTE Records Technician (6157) to a Clerical Unit Coordinator (6003) was approved for recommendation to the Board of County Commissioners by the Class/Comp Unit of Central Human Resources on December 5, 2016, with an effective date of May 18, 2016 (six months retro-active).

**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 employee-initiated request in DCJ Pretrial Services Unit, is for reclassification from a Records Technician (Lead) to a Clerical Unit Coordinator as a result of a gradual assumption of higher level duties and responsibilities in the past year.

The gradual change occurred due to the previous Clerical Unit Coordinator's position becoming vacant and not been filled while the duties and responsibilities of that role remained. In addition to performing Records Technician duties, this employee has taken on coordinating office coverage duties, scheduling support staff functions; providing training and coaching to new staff; serving as

primary liaison between work teams (IT, telecom, facilities, contractors); reviewing and overseeing work assignments within Pretrial Services Program; ensuring accurate processing and recording of payroll; printing, distributing, and collecting time sheets; administering LEDS tests for new staff; requesting test materials; creating new LEDS profiles; maintaining LEDS monthly validations; and conducting audits of records entered into files.

An analysis of the Office Assistant Senior, Records Technician, and Clerical Unit Coordinator was performed before making an allocation decision. The duties, responsibilities and qualifications as described support this position to be allocated to Clerical Unit Coordinator (6003).

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).**

There is no fiscal impact in current FY 2017 for this reclassification because the pay scales of these two job 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 9% 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

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**Budget Modification**

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**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?**

Yes, the current incumbent is reclassified with this position retro-active to May 18, 2016.

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

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**Required Signature**

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**Elected Official or Dept. Director:** Joyce Resare /s/

**Date:** 12/6/16

**Budget Analyst:** Chris Yager /s/

**Date:** 12/7/16

**Department HR:** Kevin Alano /s/

**Date:** 12/6/16

**Countywide HR:** Olga Ward /s/

**Date:** 12/6/16

### Exp/Rev/FTE - Budget Modification

Budget Year: 2017

Budget Modification: DCI-12-17

#### 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	854,025	854,025	0	
2	50018-17	1000	50-10	0050	502230	60130 - Salary Related Expns	318,196	318,196	0	
3	50018-17	1000	50-10	0050	502230	60140 - Insurance Benefits	272,923	272,923	0	
<b>1000 Total</b>										<b>0</b>
<b>50-10 Total</b>										<b>0</b>
<b>Program Offer Number 50018-17 Total</b>										<b>0</b>

### Exp/Rev/FTE - Budget Modification

Budget Year: 2017

Budget Modification: DCJ-12-17

#### 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
713080	6003	Clerical Unit Coordinator	64594	1000	502230	1.00	49,515	15,206	18,591	83,312
713080	6157	Records Technician	64594	1000	502230	(1.00)	(50,633)	(15,549)	(18,672)	(84,854)
<b>Total Annualized Changes:</b>						<b>0.00</b>	<b>(\$1,118)</b>	<b>(\$343)</b>	<b>(\$81)</b>	<b>(\$1,542)</b>

#### 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
713080	6003	Clerical Unit Coordinator	64594	1000	502230	1.00	49,515	15,206	18,591	83,312
713080	6157	Records Technician	64594	1000	502230	(1.00)	(50,633)	(15,549)	(18,672)	(84,854)
<b>Total Current FY Changes:</b>						<b>0.00</b>	<b>(\$1,118)</b>	<b>(\$343)</b>	<b>(\$81)</b>	<b>(\$1,542)</b>