



# MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(revised 08/02/10)

## Board Clerk Use Only

Meeting Date:	5/31/12
Agenda Item #:	C.1
Est. Start Time:	9:30 AM
Date Submitted:	5/21/12

## BUDGET MODIFICATION: DCJ - 06

**BUDGET MODIFICATION # DCJ-06 Reclassifies a 1.00 FTE Division Director 2 to a Deputy Director in the Employee Community & Clinical Services Division, as Determined by the Class/Comp Unit of Central Human Resources.**

*Note: For all other submissions (i.e. Notices of Intent, Ordinances, Resolutions, Orders or Proclamations) please use the APR short form.*

Requested Meeting Date:	May 31, 2012	Amount of Time Needed:	N/A
Department:	Dept. of Community Justice	Division:	ECCS
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 1.00 FTE Division Director 2 position 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 Division Director 2 [9602] position to a Deputy Director [9619] was approved for recommendation to the Board of County Commissioners by the Class/Comp Unit of Central Human Resources on May 18, 2012 with an effective date of June 1, 2012.

This position is responsible for directing DCJ's key infrastructure services, and department-wide initiatives and strategies. Programs, services and functions include: the Departments Cultural Competency function, Employee Professional Development program, Human Resources, Quality

Assurance and Research, Safety, Victim Services, and Volunteer Management. These functions, budget and staff are in keeping with Division Director 2. However, in addition to these assignments, the current incumbent has acted as DCJ's Director in the Department Directors absence for the last five years. This reclassification request will officially recognize the incumbent and their authority to execute all Department programs, policies, procedures, and oversee all department personnel issues on the Department Directors behalf.

The Deputy Director classification was reinstated in February 2012. It has executive-level department management responsibilities ranging from client services oversight, project management, business development, and framing/implementing policy approaches to overseeing departmental human capital at the direction of the Department Director. This classification reports to and acts on behalf of the Department Director with the authority and scope granted by this chief executive. The duties and level of management responsibility contained by the current incumbent in this position is consistent with the Deputy Director classification.

This position is part of FY 2012 Program Offer 50003 – DCJ Employee, Community & Clinical Services.

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

There is no fiscal impact for current year FY 2012 as the pay scale for these two classifications overlap.

This position is ongoing and included in the FY 2013 Approved 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 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.

Compensation will be determined in accordance with applicable bargaining agreement or MC Personnel Rule 2-40. Any compensation will be processed in accordance with MC Personnel Rule 5-50 and 2-40.

**5. Explain any citizen and/or other government participation that has or will take place.**

N/A

## ATTACHMENT A

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### Budget Modification

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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. This position is funded 100% by County General Fund.

- **What budgets are increased/decreased?**

N/A

- **What do the changes accomplish?**  
Approval of a reclassification decision from the Class/Comp Unit of Central Human Resources.
- **Do any personnel actions result from this budget modification? Explain.**  
Yes, the incumbent in this position will be reclassified to a Deputy Director [9619] effective June 1, 2012.
- **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: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.*

## ATTACHMENT B

**BUDGET MODIFICATION: DCJ - 06**

### Required Signatures

<b>Elected Official or Department/ Agency Director:</b>	<u>Joyce Resare for Scott Taylor</u>	<b>Date:</b> <u>5/21/12</u>
<b>Budget Analyst:</b>	<u>Shannon Busby</u>	<b>Date:</b> <u>5.21.12</u>
<b>Department HR:</b>	<u>James Opoka</u>	<b>Date:</b> <u>5/21/12</u>
<b>Countywide HR:</b>	<u>Travis Graves</u>	<b>Date:</b> <u>5.21.12</u>