



# Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

## Board Clerk Use Only

Meeting Date: \_\_\_\_\_

Agenda Item #: \_\_\_\_\_

Est. Start Time: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

**Agenda Title:** BUDGET MODIFICATION # DCJ-07-15: Reclasses 3.00 FTE Program Education Aides to Office Assistant 2 in the Adult Services Division.

**Requested Meeting Date:** \_\_\_\_\_ **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 3.00 FTE Program Education Aides, 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 3.00 FTE Program Education Aides (6343) to Office Assistant 2 (6001) was approved for recommendation to the Board of County Commissioners by the Class/Comp Unit of Central Human Resources on October 3, 2014, with a retro-active date to March 30, 2014.

These positions provide all aspects of administrative and instructor support at Londer Learning Center. The positions were originally classified as Program Education Aides to aid instructors in the provision of instructional and cognitive services for clients. Over time, these positions have evolved to include substantial need for administrative/clerical support to the center. The essential functions of these positions now include: inputting student information into center's access database, extracting data to create class lists, tallying and tracking student attendance, organizing and maintaining student and center records, including assembling student folders and tutoring materials, taking a relaying phone messages, answering questions and relaying information to the public, students, counselors, and agency providers, maintaining a variety of statistical records, and

maintaining volunteer roster. The student retention duties include calling students to alert them of classes and workshops; creating and maintaining spreadsheet detailing student contacts; verifying accuracy of student contact information; and contacting parole/probation officers and counselors about student attendance. While part of the responsibilities of these positions, such as assisting instructors with supervision of clients in a classroom and identifying tutoring needs of students still fit the Program Education Aide classification, the higher need for clerical/administrative support to the center, required a review of the best classification fit for these positions.

An analysis of the Program Education Aide, Office Assistant 2 and Office Assistant Senior classifications was performed before making an allocation decision. While the current employees in these positions exceed the qualifications for all three classifications, the current duties, responsibilities and level of independent judgment better fit the Office Assistant 2 (6001) classification.

In the FY 2015 Adopted Budget these positions are part of program offer 50033 - Adult Londer Learning Center.

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

For current FY 2015 these reclassifications increase DCJ's personnel budget by \$6,188. The increase is offset by decreasing the supplies budget in the same program by \$(6,188), respectively. In subsequent fiscal years, the reclassified positions 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 departments budget.

**4. Explain any legal and/or policy issues involved.**

These classification decisions are 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?**

Service reimbursement from the video lottery fund to the risk management fund is increased by \$325 (medical/dental insurance).

**8. What do the changes accomplish?**

Approval of four classification decisions, impacting a total of 3.00 FTE, from the Class/Comp Unit of Central Human Resources.

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

Yes, the current incumbents will be reclassified with these positions retro-active to March 30, 2014.

**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: \_\_\_\_\_

Date: \_\_\_\_\_

Budget Analyst: \_\_\_\_\_

Date: \_\_\_\_\_

Department HR: \_\_\_\_\_

Date: \_\_\_\_\_

Countywide HR: \_\_\_\_\_

Date: \_\_\_\_\_