



MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST (revised 09/22/08)

APPROVED: MULTNOMAH COUNTY
 BOARD OF COMMISSIONERS
 AGENDA # C-7 DATE 01/07/2010
 DEBORAH L. BOGSTAD, BOARD CLERK

Board Clerk Use Only	
Meeting Date:	<u>01/07/2010</u>
Agenda Item #:	<u>C-7</u>
Est. Start Time:	<u>9:30 AM</u>
Date Submitted:	<u>12/21/09</u>

BUDGET MODIFICATION: DCJ- 12

Agenda Title:	BUDGET MODIFICATION DCJ-12 Reclassifying a Vacant Office Assistant Senior in the Business Services Division, as Determined by the Class/Comp Unit of Central Human Resources
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Note: If Ordinance, Resolution, Order or Proclamation, provide exact title. For all other submissions, provide a clearly written title sufficient to describe the action requested.

Requested Meeting Date:	<u>January 7, 2010</u>	Amount of Time Needed:	<u>N/A</u>
Department:	<u>Dept. of Community Justice</u>	Division:	<u>Business Services</u>
Contact(s):	<u>Shaun Coldwell</u>		
Phone:	<u>503-988-3961</u>	Ext.:	<u>83961</u>
Presenter(s):	<u>Consent Calendar</u>	I/O Address:	<u>503 / 250</u>

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 Office Assistant Senior 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 Office Assistant Senior (6002) position to an Office Assistant 2 (6001) was approved for recommendation to the Board of County Commissioners by the Class/Comp Unit of Central Human Resources on December 16, 2009, to be effective December 28, 2009.

This position will serve in the Business Services unit by providing administrative and business support to the Department. This position is responsible for reception desk coverage including answering the phone, directing calls to the appropriate personnel, and providing information to

visitors. This position will provide general clerical support to the Business Services unit through updating, compiling, and archiving various records and files. In addition, this position will perform payroll time entries for over 50 employees. This position requires two years of general clerical experience, including experience working with clients and/or the public and education equivalent to the completion of the twelfth grade. These functions are consistent with those of the Office Assistant 2 (6001) classification.

This position is part of FY 2010 Program Offer 50001 – DCJ Business Services.

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

There is no fiscal impact for current year FY 2010 because the pay scale ranges for these two positions overlap. This position is ongoing and is expected to be included in the FY2011 budget submittal.

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

Local 88 represented employees have a contractual right to appeal and arbitrate the outcome of a reclassification request, which would include Board action to disapprove the request. 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 and/or other government participation that has or will take place.

N/A

ATTACHMENT A

Budget Modification

If the request is a **Budget Modification**, please answer all of the following in detail:

- **What revenue is being changed and why?**

N/A

- **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.**

No, this position is currently vacant

- **How will the county indirect, central finance and human resources and departmental overhead costs be covered?**

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?**

N/A

- **If a grant, when the grant expires, what are funding plans?**

N/A

<p><i>NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.</i></p>

ATTACHMENT B

BUDGET MODIFICATION: DCJ - 12

Required Signatures

**Elected Official or
Department/
Agency Director:**



Date: 12/21/09

Budget Analyst:



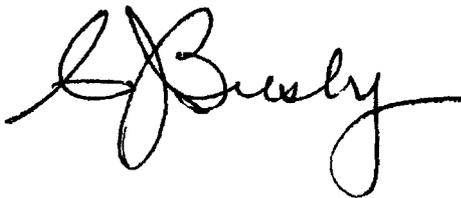
Date: 12/21/09

Department HR:



Date: 12/21/09

Countywide HR:



Date: 12/18/09



Department of County Management
MULTNOMAH COUNTY OREGON
Human Resources

Multnomah Building
501 SE Hawthorne, Suite 400
Portland, Oregon 97214
(503) 988-5015 Phone
(503) 988-3009 Fax

To: Joyce Resare, DCJ, Business Services
From: Olga Ward/Candace Busby, DCM Class Comp *Olga Ward*
Date: December 16, 2009
Subject: Reclassification Request #1370 (vacant)

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

Request Information:

Date Request Received: December 8, 2009
Current Classification: Office Assistant Sr.
Job Class Number: 6002
Pay Grade: 14
Position Number: 704594
Requested Classification: Office Assistant 2
Job Class Number: 6001
Pay Grade: 9

Request is: Approved as Requested
 Approved - Revised
 Denied
Effective Date: December 28, 2009

Allocated Classification: Office Assistant 2
Pay Range: \$30,129.84 - \$37,020.24 annually
Job Class Number: 6001
Pay Grade: 9

Please note this classification decision is subject to all applicable requirements stated in MC Personnel Rule 5-50 and may require Board of County Commissioners' approval. This decision is considered preliminary until such approval is received.

Position Information:

Vacant - see New/Vacant Section
 Filled & incumbent reclassified - see Employee Information Section
 Filled & incumbent not reclassified with position See New/Vacant Section

New/Vacant Position Information:

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

Reason for Classification Decision:

This position will serve in the Business Services unit by providing administrative and business support to the Department. This position is responsible for reception desk coverage including answering the phone, directing calls to appropriate personnel, and providing information to visitors. This position will provide general clerical support to the Business Services units through updating, compiling, and archiving various records and files. In addition, this position will perform payroll time entries for over 50 employees. The position requires two years of general clerical experience, including experience working with clients and/or the public and education equivalent to the completion of the twelfth grade. This and one other Office Assistant 2 position will be led by an Administrative Analyst. These functions are consistent with those of the Office Assistant 2 (6001) classification.

If you have any questions, please feel free to contact Olga Ward at 503-988-5015 ext. 22747.

cc: James Opoka, HR Manager
Lorraine Newell, HR Maintainer
Local 88
Class Comp File Copy