



# 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-01-17: Reclasses a 1.00 FTE Clerical Unit Coordinator to a Administrative Analyst in the Adult Services Div**

Requested Meeting Date: \_\_\_\_\_ 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 Clerical Unit Coordinator (6003), which has been reviewed by the Class/Comp Unit of Central Human Resources.

Reclassification of a 1.00 FTE Clerical Unit Coordinator (6003) to an Administrative Analyst (6033) was approved for recommendation to the Board of County Commissioners by the Class/Comp Unit of Central Human Resources on May 11, 2016, with an effective date of November 3, 2015 (six months retro-active).

This reclassification was previously approved by the Board of County Commissioners on June 2, 2016 via budget modification DCJ-21-16. Due to the deadlines for adopting the budget this reclassification was not able to be included in the FY 2017 adopted budget. This budget modification updates the job classification to Administrative Analyst (6033) in the FY 2017 budget.

### 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.

As some support staff positions have been removed from the Mead Building, many of the administrative tasks fell on this position. The position has been providing operational,

administrative and technical support and oversight for staff in all classifications in the Mead building. This position provides services in the areas of IT liaison, facilities, finance, purchasing, timekeeping for payroll, as well as training, oversight and workflow management. This position acts as the LEADS representative administering certifications/re-certifications for approximately 190 staff. The duties and responsibilities of this position have gradually changed over time and as such the position is requested for reclassification.

Consideration was given to the Clerical Unit Coordinator (6003), Administrative Analyst (6033), and Administrative Analyst/NR (9006) classifications during the review of this position. The duties, responsibilities and qualifications support that this position is allocated to Administrative Analyst (6033) classification.

In the FY 2017 adopted budget this position is part of program offer 50017-17, Adult Support Services.

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

For current FY 2017 this reclassification increases DCJ's personnel budget by \$3,925. The increase is offset by decreasing the premium pay budget by \$(3,925) 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 23% 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?**

Updating the job classification in DCJ's FY 2017 revised budget from Clerical Unit Coordinator (6003) to Administrative Analyst (6033).

This reclassification was previously approved by the Board Of County Commissioners on June 2, 2016 (FY 2016) via budget modification DCJ-21-16.

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

Yes, the current incumbent was reclassified with this position retro-active to November 3, 2015.

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