



**Multnomah County
Agenda Placement Request
Budget Modification**

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C-1 DATE 1/29/15
LYNDA GROW, BOARD CLERK

Board Clerk Use Only

Meeting Date: 1/29/15
Agenda Item #: C.1
Est. Start Time: 9:30 am
Date Submitted: 1/7/15

**Agenda Title: BUDGET MODIFICATION # DCJ-14-15: Reclasses a 1.00 FTE
Admin Assistant to a Admin Analyst/NR in the Director's Office.**

Requested Meeting Date: 1/29/15 Time Needed: N/A

Department: 50 - Community Justice Division: Director's Office

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 Administrative Assistant, 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 Administrative Assistant (6054) to a Administrative Analyst/NR (9006) was approved for recommendation to the Board of County Commissioners by the Class/Comp Unit of Central Human Resources on January 2, 2015, with an effective date of March 1, 2015 (upon the current incumbents retirement).

With the upcoming retirement of the current incumbent, the position was reviewed and changed to meet the business needs of the Director's Office and the department which now requires a higher level of professional, technical, and analytical work in direct support of the Department and Deputy Directors. The person in this position will have a high amount of exposure to personnel matters ranging from managers to line staff. These matters are highly confidential and/or difficult labor related issues and concerns, including being present for discussion regarding strategies for successor contract negotiations and disciplinary issues. This position will also be privy to information involving high profile cases that result in administrative reviews, case

reviews/redactions, collaborations with the County Attorney's Office, County Communications Office, and other key stakeholders.

This position will utilize project planning tools, providing analysis of data, monitoring and tracking existing budgets and contract expenditures for the Department and Deputy Directors; provide forecasts of budgetary needs including contract allocations and researches; create presentations, reports, flow charts, and handouts to be used at high level stakeholder meetings; provide direct executive level administrative support to the Department and Deputy Directors, participate as a member of the DCJ Executive and Senior Leadership Teams; provide input, manage agenda tracking systems, and keep monthly highlights from various management meetings.

Consideration was given to the Administrative Assistant (6054), Administrative Specialist (9634), and Administrative Analyst (9006) classifications during the review of this position. The duties, responsibilities and qualifications support that this position is allocated to Administrative Analyst/NR (9006) classification.

In the FY 2015 Adopted Budget this position is part of program offer 50000 - DCJ Director's Office.

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

For current FY 2015 there is no fiscal impact as the pay scale for these two classifications overlap.

In subsequent fiscal years, the reclassified position will be subject to approved cost of living adjustments (COLA) and merit increases. The current top step of the new classification is 27% 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.

5. Explain any citizen or other government participation.

N/A

Budget Modification

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?

No, this reclassification is effective after the current incumbent retires.

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

Required Signature

Elected Official or Dept. Director: Joyce Resare for Scott Taylor /s/

Date: 1/5/15

Budget Analyst: Chris Yager /s/

Date: 1/7/15

Department HR: James Opoka /s/

Date: 1/6/15

Countywide HR: Olga Ward /s/

Date: 1/6/15

Exp/Rev/FTE - Budget Modification

Budget Year: 2015

Budget Modification: DCJ-14-15

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	50000-15	1000	50-00	0050	500000	60000 - Permanent	367,353	367,353	0	
2	50000-15	1000	50-00	0050	500000	60130 - Salary Related Expns	136,176	136,176	0	
3	50000-15	1000	50-00	0050	500000	60140 - Insurance Benefits	83,241	83,242	0	
1000 Total										0
50-00 Total										0
Program Offer Number 50000-15 Total										0

Exp/Rev/FTE - Budget Modification

Budget Year: 2015

Budget Modification: DCJ-14-15

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
706932	6054	Administrative Assistant	61225	1000	500000	(1.00)	(53,292)	(17,522)	(18,016)	(88,830)
706932	9006	Administrative Analyst	61225	1000	500000	1.00	46,970	15,106	17,557	79,633
Total Annualized Changes:						0.00	(\$6,322)	(\$2,417)	(\$458)	(\$9,197)

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
706932	6054	Administrative Assistant	61225	1000	500000	(0.33)	(17,764)	(5,841)	(6,005)	(29,610)
706932	9006	Administrative Analyst	61225	1000	500000	0.33	15,657	5,035	5,852	26,544
Total Current FY Changes:						0.00	(\$2,107)	(\$806)	(\$153)	(\$3,066)