



# 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-02-16: Reclasses a 1.00 FTE Clerical Unit Coordinator to a Program Coordinator in the Adult Services Div.**

Requested Meeting Date: \_\_\_\_\_ Time Needed: N/A

Department: 50 - Community Justice 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 vacant 1.00 FTE Clerical Unit Coordinator, 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 vacant 1.00 FTE Clerical Unit Coordinator (6003) to a Program Coordinator (6022) was approved for recommendation to the Board of County Commissioners by the Class/Comp Unit of Central Human Resources on July 31, 2015, with an effective date of August 3, 2015.

This reclassification request supports an effort within the Adult Services Division (ASD) to consolidate support services and programs supporting seven ASD work units located at the Mead Building. This position will provide workload oversight, efficiency, and quality control measures for all processes, business and court transactions for multiple Office Assistants, Clerical Unit Coordinators, and Records Technicians. This position will perform oversight and administration of various programs specific to the efficient operation of ASD work units; coordinate scheduling and planning of work; provide expertise/information to stakeholder agencies and other County departments; assist in the development of program evaluation criteria; evaluate needs of

internal/external clients; write proposals and reports; supervise records and file management and security; and coordinate records/file transfers within ASD.

An analysis of the Program Coordinator, Program Specialist and Program Specialist Senior classifications was performed before making an allocation decision. The duties, responsibilities and qualifications support this position is allocated to the Program Coordinator (6022) classification.

In the FY 2016 Adopted Budget this position is part of program offer 50021 - Assessment and Referral Center.

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

For current FY 2016 this reclassification increases DCJ's personnel budget by \$7,484. The increase is offset by decreasing the personnel premium pay budget in the same program by \$(7,484), respectively.

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 20% 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

---

**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?**

Service reimbursement from the federal/state fund to the risk management fund is increased by \$399 (insurance benefits).

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

Approval of a classification decision from the Class/Comp Unit of Central Human Resources.

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

No, the position is currently vacant.

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

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

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

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

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

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

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

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