



**MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST
BUDGET MODIFICATION**

(Revised: 5/24/13)

Board Clerk Use Only

Meeting Date: 11/14/13
Agenda Item #: C.1
Est. Start Time: 9:30 am
Date Submitted: 10/30/13

Agenda Title: **BUDGET MODIFICATION # DCJ-08 Reclasses a Vacant Program Specialist to a Probation/Parole Officer in the Adult Services Division**

Note: if Contingency, use that form. If item other than a BudMod, please use different APR. : Title should not be more than 2 lines but sufficient to describe the action requested.

Requested Meeting Date: November 14, 2013 **Time Needed:** N/A
Department: Dept. of 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 a vacant Program Specialist 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 vacant Program Specialist (6021) position to a Probation/Parole Officer (6276) was approved for recommendation to the Board of County Commissioners by the Class/Comp Unit of Central Human Resources on October 22, 2013 with an effective date retro-active to July 5, 2013.

Based on duties assigned to various District Managers and Community Justice Managers in different units surrounding “evidence-based practice” (EBP) initiatives, Adult Services Division would benefit from having a dedicated position in supporting the EPICS critical implementation details and related programming to strengthen probation/parole supervision delivery services toward a goal of improving outcomes with offenders. This position will

serve as a critical link in the EPICS implementation. As a case carrying Probation/Parole Officer, this EPICS practitioner will serve as subject matter expert in mentoring and coaching. The incumbent will solicit for peer support and resolve implementation barriers. This position will work with the matrix District Manager and DCJ's Research & Evaluation Unit in the development, design, and implementation of EPICS. This position will also provide supervision, surveillance, and counseling for adult offenders on formal probation or parole.

This position, as a Probation/Parole Officer, differs from the Corrections Counselor class by the ability to give directives to the offenders and ability to arrest and sanction. Additionally, unlike Corrections Counselors, Probation/Parole officers are required to be certified by the Board on Police Standards and Training in Basic Probation and Parole within one year of hire.

The purpose, duties, and qualifications of this position best fit the Probation/Parole Officer (6276) job classification.

In the FY 2014 Adopted Budget this position is part of Program Offer 50056 – State Funding Adjustment.

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

There is no fiscal impact for FY 2014 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 15% 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 and/or other government participation that has or will take place.

N/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? If the revenue is from a federal source, please list the Catalog of Federal Assistance Number (CFDA).**

N/A

- **What budgets are increased/decreased?**

N/A

- **What do the changes accomplish?**

Approval of a classification 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.
- **If a grant, is 100% of the central and department indirect recovered? If not, please explain why.**
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? When the grant expires, what are funding plans? Are there any particular stipulations required by the grant (i.e. cash match, in kind match, reporting requirements etc)?**
N/A

NOTE: Attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.

Required Signatures

Elected Official or Dept Director: Joyce Resare for Scott Taylor /s/ **Date:** 10/23/2013

Budget Analyst: Allen Vogt /s/ **Date:** 10/24/2013

Department HR: James Opoka /s/ **Date:** 10/23/2013

Countywide HR: Olga Ward /s/ **Date:** 10/23/2013

Note: Please submit electronically. Insert names of your approvers followed by /s/ - we no longer use actual signatures. Please date each signature. Use "n/a" when signature not applicable."