



**MULTNOMAH COUNTY  
AGENDA PLACEMENT REQUEST  
BUDGET MODIFICATION**

(Revised: 8/18/11)

**Board Clerk Use Only**

Meeting Date: 7/11/13  
 Agenda Item #: C.6  
 Est. Start Time: 9:30 am  
 Date Submitted: 6/24/13

**BUDGET MODIFICATION # DCJ-04 Reclasses a 1.00 FTE Program Specialist to  
 Agenda a Program Specialist Senior in the Juvenile Services Division, as Determined  
 Title: by the Class/Comp Unit of Central Human Resources.**

*Note: For all other submissions (i.e. Notices of Intent, Ordinances, Resolutions, Orders or Proclamations) please use the APR short form.*

**Requested Meeting Date:** July 11, 2013      **Time Needed:** N/A  
**Department:** Dept. of Community Justice      **Division:** Juvenile Services Div.  
**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 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 1.00 FTE Program Specialist (6021) position to a Program Specialist Senior (6088) was approved for recommendation to the Board of County Commissioners by the Class/Comp Unit of Central Human Resources on June 14, 2013 with an effective date retro-active to December 3, 2012.

The duties of this position have gradually evolved and expanded due to an increasing demand and expansion of the Annie E. Casey Foundation's services to youth. The primary purpose of this position is to serve as a national expert on juvenile justice and system reform and to implement new local youth law policies. This position acts as the Juvenile

Detention Alternatives Initiative (JDAI) Program Specialist, JDAI National Model Site Visit Specialist, Community Placement Specialist, and the System Integration and Resource Navigation Specialist. The employee's expertise in developing of Portland police training curriculum and acting as a national spokesperson have resulted in their assisting other jurisdictions in the development, implementation, and administration of training law enforcement. This position assumes direct involvement in national workshops, conferences, trainings, and meetings as the resident content expert. Work involves multiple jurisdictions and multiple disciplines around the nation discussing the research and data outcomes involved in training law enforcement.

An analysis of the Program Coordinator, Program Specialist, and Program Specialist Senior was performed before making an allocation decision. The duties, responsibilities and qualifications support that this position is allocated to the Program Specialist Senior (6088) classification.

In the FY 2014 Adopted Budget this position is part of Program Offer 50012A – Juvenile Services Management.

**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 step increases. The current top step of the new classification is 19% higher than the current classification's top step.

**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.**

Yes, the current incumbent will be reclassified with this position retro-active to December 3, 2012.

- **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: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.*

---

**Required Signature**

---

<b>Elected Official or Dept Director:</b>	Joyce Resare for Scott Taylor /s/	<b>Date:</b> 6-24-13
<b>Budget Analyst:</b>	Shaun Coldwell /s/	<b>Date:</b> 6-24-13
<b>Department HR:</b>	James Opoka /s/	<b>Date:</b> 6-24-13
<b>Countywide HR:</b>	Olga Ward /s/	<b>Date:</b> 6-24-13