



Multnomah County Agenda Placement Request Budget Modification (FY 2018)

Board Clerk Use Only

Meeting Date: _____

Agenda Item #: _____

Est. Start Time: _____

Date Submitted: _____

Agenda Title: BUDGET MODIFICATION # DCJ-02-19: Reclassifies a Vacant 1.00 FTE Clerical Unit Coordinator to a Office Assistant 2.

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 vacant 1.00 FTE Clerical Unit Coordinator (6003), which has been reviewed by the Class/Comp Unit of Central Human Resources.

Reclassification of a vacant 1.00 FTE Clerical Unit Coordinator (6003) to Office Assistant 2 (6001) was approved for recommendation to the Board of County Commissioners by the Class/Comp Unit of Central Human Resources on June 28, 2018, with an effective date of July 1, 2018. In addition, this budget modification moves the position from FY 2019 program offer 50018-19, Adult Recog/Pretrial Supervision Program to program offer 50033-19, Adult Field Generic Supervision High Risk - East.

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.

This vacant position in the Adult Services Division of DCJ is requested for reclassification from Clerical Unit Coordinator to Office Assistant 2 due to a redesigned support staff structure where the Clerical Unit Coordinator is no longer needed but an Office Assistant 2 is needed to provide clerical support at the Women and Family Services Unit. Responsibilities include performing reception duties; locking and unlocking doors at open and close; answering phone calls and transferring to appropriate locations; checking in clients; checking for staff availability; answering questions from

the public; maintaining supplies; receiving and posting supervision fee payments; performing general office clerical tasks; ensuring office supplies are stocked and in working order; preparing documents for distribution to staff; coordinating calendars and schedules; providing assistance with copier issues; assisting in ordering and receiving supplies; connecting staff to appropriate parties for general office issues.

An analysis of the Clerical Unit Coordinator, Office Assistant 2, and Office Assistant Senior classifications was performed before making an allocation decision. The duties, responsibilities, and qualifications support that this position is allocated to Office Assistant 2 (6001).

In the FY 2019 adopted budget this position is part of program offer 50018-19, Adult Recog/Pretrial Supervision Program. This budget modification moves the position to program offer 50033-19, Adult Field Generic Supervision High Risk - East.

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

There is no fiscal impact in current FY 2019 for this reclassification.

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% less 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 Personnel Rule 5-50, Classification, 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?

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, 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: _____