



**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-03-19: Reclassifies a Vacant 0.50 FTE Program Coordinator to Program Specialist in the Juvenile Srvs Div.

Requested Meeting Date: _____ **Time Needed:** N/A

Department: 50 - Community Justice **Division:** Juvenile 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 0.50 FTE Program Coordinator (6022), which has been reviewed by the Class/Comp Unit of Central Human Resources.

Reclassification of a vacant 0.50 FTE Program Coordinator (6022) to Program Specialist (6021) was approved for recommendation to the Board of County Commissioners by the Class/Comp Unit of Central Human Resources on July 13, 2018, with an effective date of July 12, 2018. This is a new position in DCJ's FY 2019 adopted budget.

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 new position in the Juvenile Services Division of DCJ is requested for classification as Program Specialist to implement, monitor, and provide ongoing evaluation of all aspects of implementation of the Strategic Plan under the guidance of the Multnomah County Local Public Safety Coordinating Council (LPSCC) Youth and Gang Violence Steering Committee. Responsibilities include providing coordination and support to the Youth and Gang Violence Steering Committee (YGVSC) and Strategy team; supporting leadership in developing long term direction, annual work plans, and monitoring progress towards goals based on Multnomah County's Strategic Plan to Address Gang Violence; monitoring operation details and

implementation of the strategic plan; leading staff in integrating gang violence prevention efforts with other work of Juvenile Services, the City of Portland Office of Youth Violence Prevention (OYVP), and LPSCC; representing these organizations in meetings and projects with other jurisdictions; developing, planning, and implementing community events and trainings; serving as the subject matter expert and liaison for JSD and OYVP with community partners; providing technical assistance and consultation with providers, agencies, and staff; developing and implementing community outreach plans; participating in meetings, conferences, and making presentation to citizens groups and funding sources; participating in the initiation and management of procurement processes and monitoring of contracts for the program; monitoring expenditures and payment authorizations; preparing reports for use in program evaluation and development; monitoring and evaluating compliance with contract requirements, program effectiveness, and recommending changes and improvements; researching funding sources, developing grant applications, and writing proposals; analyzing information on youth and gang violence prevention; developing information and materials; arranging meetings, speakers, workshops, and trainings; gathering data to evaluate performance and goals; conducting system process improvement analyses to identify areas for improvement, simplify redundant processes, and address quality assurance.

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 this position is allocated to Program Specialist (6021).

In the FY 2019 adopted budget this position is part of program offer 50065B-19, CHI Early Intervention & Youth Gang Prevention Services.

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

There is no fiscal impact in current FY 2019 or ongoing for this reclassification because these two job classifications are in the same pay scale group.

4. Explain any legal and/or policy issues involved.

This classification decision is subject to all applicable requirements stated in 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?

N/A

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: _____