



Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

**APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS**

AGENDA # C-5 **DATE** 8/4/16

MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 080416

Agenda Item #: C.5

Est. Start Time: 9:30 am

Date Submitted: 070616

Agenda Title: **BUDGET MODIFICATION # DCJ-04-17: Reclasses 1.00 FTE Probation/Parole Officer to Digital Forensics Examiner in the Adult Services Div**

Requested Meeting Date: 080416 **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 Probation/Parole Officer (6276), which has been reviewed by the Class/Comp Unit of Central Human Resources.

Reclassification of a vacant 1.00 FTE Probation/Parole Officer (6276) to a Digital Forensics Examiner (6278) was approved for recommendation to the Board of County Commissioners by the Class/Comp Unit of Central Human Resources on June 29, 2016, with an effective date of July 1, 2016.

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 is a new position in FY 2017 assigned to DCJ's Forensics Lab. The Forensics Lab serves a vital role in the community justice system through the collection, analyzing and preserving digital evidence. The lab provides digital forensic science services to Multnomah County and other corrections agencies to examine digital storage devices in a manner that preserves evidence, detailed reports on finding and provides supervising officers with critical information that permits intervention before offending behavior escalates to the point new criminal charges are required. This new position was requested for FY 2017 to provide technical expertise in the field of digital

forensics examination as a means to protect public safety and holding offenders accountable.

The essential functions will include: conducting examinations of submitted evidence according to the Standard Operating Procedures; duplicating the evidence for further investigations or tests; providing technical guidance and assistance to others involved in field investigations to ensure precautions are taken to prevent data damage; serving as subject matter expert on technical matters relating to digital evidence and testifying in court or at hearings as an expert witness in the area of computer forensics.

An analysis of the Probation/Parole Officer and the Digital Forensics Examiner classifications was performed before making an allocation decision. Digital Forensics Examiner is distinguished from Probation/Parole Officer in that the latter is a sworn classification that provides supervision, surveillance, and counseling of adult offenders on formal probation or parole. Digital Forensics Examiner primarily works in the Computer Forensics Laboratory providing Probation/Parole officers and other corrections personnel with information critical in making appropriate offender supervision decisions.

The duties, responsibilities and qualifications support this position is allocated to Digital Forensics Examiner (6278).

In the FY 2017 Adopted Budget this position is located in program offer 50019B-17, Adult Forensics - OTO.

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

There is no fiscal impact in current FY 2017 for this reclassification because the pay scales of these two job classifications overlap.

In subsequent fiscal years, the reclassified positions will be subject to approved cost of living adjustments (COLA) and step increases. The current top step of the new classification is 6% 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 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 general fund to the risk management fund is increased by \$79 (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 Joyce Resare /s/
Dept. Director:

Date: 7/6/16

Budget Analyst: Chris Yager /s/

Date: 7/6/16

Department HR: Kevin Alano /s/

Date: 7/6/16

Countywide HR: Olga Ward /s/

Date: 7/6/16

Exp/Rev/FTE - Budget Modification

Budget Year: 2017

Budget Modification: DCJ-04-17

Expenditures & Revenues

An increase in revenue is shown as a negative value and a decrease as a positive value for consistency with SAP.

Line No.	Program Offer Number	Fund Code	Fund Center	Func. Area	Cost Object	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
1	50019B-17	1000	50-10	0050	503302	60000 - Permanent	235,476	236,576	1,100	
2	50019B-17	1000	50-10	0050	503302	60130 - Salary Related Expns	96,111	94,932	(1,179)	
3	50019B-17	1000	50-10	0050	503302	60140 - Insurance Benefits	62,475	62,554	79	
1000 Total										0
	50-10 Total									0
	Program Offer Number 50019B-17 Total									0
4	72020-17	3500	72-80	0020	705210	50316 - Svc Rmb Med/Dental	(77,220,133)	(77,220,212)	(79)	
5	72020-17	3500	72-80	0020	705210	60330 - Claims Paid	11,730,838	11,730,917	79	
3500 Total										0
	72-80 Total									0
	Program Offer Number 72020-17 Total									0

Exp/Rev/FTE - Budget Modification

Budget Year: 2017

Budget Modification: DCJ-04-17

Annualized Personnel Changes

Change is shown on a full year basis even though this action affects only a part of the fiscal year (FY).

						Annualized				
Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
718210	6276	Probation/Parole Officer	65751	1000	503302	(1.00)	(57,677)	(20,660)	(19,183)	(97,520)
718210	6278	Digital Forensics Examiner	65751	1000	503302	1.00	58,777	18,050	19,262	96,089
Total Annualized Changes:						0.00	\$1,100	(\$2,610)	\$79	(\$1,431)

Current Year Personnel Changes

Cost/savings that will take place in this FY; these explain the actual dollar amounts being changed by this BudMod.

						Current Year				
Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
718210	6276	Probation/Parole Officer	65751	1000	503302	(1.00)	(57,677)	(20,660)	(19,183)	(97,520)
718210	6278	Digital Forensics Examiner	65751	1000	503302	1.00	58,777	18,050	19,262	96,089
Total Current FY Changes:						0.00	\$1,100	(\$2,610)	\$79	(\$1,431)