



Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

Board Clerk Use Only

Meeting Date: _____

Agenda Item #: _____

Est. Start Time: _____

Date Submitted: _____

Agenda Title: BUDGET MODIFICATION # DCJ-02-15: Reclasses a 1.00 FTE Admin Specialist/NR to a Admin Analyst/NR in the Juvenile Services Division

Requested Meeting Date: 8/28/14 Time Needed: N/A

Department: 50 - Community Justice Division: Juvenile 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 1.00 FTE Administrative Specialist/NR, 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 Administrative Specialist/NR (9634) to a Administrative Analyst/NR (9006) was approved for recommendation to the Board of County Commissioners by the Class/Comp Unit of Central Human Resources on August 6, 2014, with a retro-active date to January 24, 2014.

This position provides a high level of administrative support to the Juvenile Services Division (JSD), Assistant Director including participation as a member of Juvenile Leadership Team; provides input, manages agenda, keeps monthly highlights from meetings, assists with facilitation and schedules presentation/guests. This position reviews, determines funding sources, justification and additional approval necessary for Juvenile Services \$26 million budget requests. This position manages the JSD training budget for the Assistant Director to advise if there are appropriate funds for sending staff and managers to training. This position researches, compiles, reviews and edits for the JSD Director: disciplinary actions, grievances, collective bargaining issues, and

investigation findings which include internal personnel and clients.

This position requires a multi-faceted approach to the coordination, planning and organization of events in relation to the many projects involving the Assistant Director and various stakeholders, both locally and nationally; researches, analyzes and interprets reports such as Title IV-E; coordinates the review and tracking of bills during the legislative session; serves on committees such as the OJDDA Conference Planning Committee, Victims' Services Network, Community Healing Initiative, Flex Fund Committee and Web Governance workgroup. Projects involve direct coordination with high-level stakeholders such as the Chief Family Court Judge, the Chief Deputy District Attorney, Commissioners, and Executive Directors of external agencies.

Consideration was given to the Administrative Assistant (6054), Administrative Specialist (9634), and Administrative Analyst (9006) classifications during the review of this position. The duties, responsibilities and qualifications support that this position is allocated to Administrative Analyst/NR (9006) classification.

In the FY 2015 Adopted Budget this position is part of program offer 50050 – Juvenile Services Management.

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

There is no fiscal impact for FY 2015 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 22% 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 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?

Yes, the current incumbent will be reclassified with this position retro-active to January 24, 2014.

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: _____