



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(Revised: 8/18/11)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C-2 DATE 5/9/13
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 5/9/13
Agenda Item #: C.2
Est. Start Time: 9:30 am
Date Submitted: 4/23/13

BUDGET MODIFICATION # DCJ-12 Reclasses a 0.80 FTE Juvenile Counselor to a Program Specialist Senior in the Juvenile Services Division, as Determined 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: May 9, 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 0.80 FTE Juvenile Counselor 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 0.80 FTE Juvenile Counselor (6272) 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 April 15, 2013 with an effective date retro-active to September 12, 2012.

The duties of this position have gradually evolved over a period of time with focus shifting from providing direct client counseling, crisis intervention and case management to working on improving practices, policies and coordination of treatment services available to the youth who become formally involved with the Juvenile Justice System. The current

incumbent in this position seeks to improve outcomes for delinquent youth and their families by effectively collaborating with community partners who provide youth services and implementing strategies for ensuring justice-involved youth have access to treatment and are gaining skills to prepare them to be successful in their community.

In addition, the current incumbent serves as a system navigator and liaison between the Juvenile Services Division (JSD) and the youth treatment programs in the community. They act as a designated spokesperson and subject matter expert and liaison between DCJ staff and the treatment communities to ensure effective communication and collaboration. They are also responsible for developing and managing major highly complex programs involving multiple disciplines and community groups that have distinct charters, missions and goals for oversight.

Furthermore, the incumbent is the sole administrator for the Juvenile Services Tracking (JuST) system which was designed to support assessment and treatment tracking for Juvenile Services staff in order to eliminate duplicate data entry for counseling and treatment services staff and improving business processes by automating referrals and progress reports, improving case specific communication by sharing information related to treatment episodes; and providing a means to collect data on juvenile justice involved youth and treatment success.

An analysis of the following classifications was performed before making an allocation decision:

- Juvenile Counselor (6272)
- Operations Process Specialist (6500)
- Program Specialist (6021)
- Program Specialist Senior (6088)

While the essential functions of this position have elements that fit both the Program Specialist (6021) and the Program Specialist Senior (6088), based on the current incumbents roles, responsibilities and independent decision making, the position better fits the Program Specialist Senior (6088) classification.

In the FY 2013 Adopted Budget this position is part of Program Offer 50016 – Juvenile Services Management. For the upcoming FY 2014 this position is located in Program Offer 50029 – Juvenile Community Interface Services.

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

There is no fiscal impact for FY 2013 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 16% 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 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 reclassification 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 September 12, 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

Elected Official
or Dept Director: Joyce Resare for Scott Taylor /s/ Date: 4/23/13

Budget Analyst: Shaun Coldwell /s/ Date: _____

Department HR: James Opoka /s/ Date: _____

Countywide HR: Olga Ward /s/ Date: _____

Budget Modification ID: **DCJ-12****EXPENDITURES & REVENUES**

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with SAP.

Budget/Fiscal Year: 2013

Line No.	Fund Center	Fund Code	Program #	Func. Area	Internal Order	Accounting Unit		Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
						Cost Center	WBS Element						
1	50-50	1000	50016	50		506210		60000	200,316	160,047	(40,269)		Salary
2	50-50	1000	50016	50		506210		60130	61,496	49,133	(12,363)		Fringe
3	50-50	1000	50016	50		506210		60140	53,604	41,124	(12,480)		Insurance
4										0		(65,112)	JSD Mgt
5										0			
6	50-50	1000	N/A	50		508201		60000	55,422	95,691	40,269		Salary
7	50-50	1000	N/A	50		508201		60130	16,128	28,491	12,363		Fringe
8	50-50	1000	N/A	50		508201		60140	18,863	31,343	12,480		Insurance
9										0		65,112	JSD Comm Interface Svcs
10										0			
11										0			
12										0			
13										0			
14										0			
15										0			
16										0			
17										0			
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22										0			
23										0			
24										0			
25										0			
26										0			
27										0			
28										0			
29										0			
										0		0	Total - Page 1
										0		0	GRAND TOTAL

ANNUALIZED PERSONNEL CHANGEChange on a full year basis even though this action affects only a part of the fiscal year (FY).

							ANNUALIZED			
Fund	Job #	HR Org	CC/WBS/IO	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
1000	6272	64246	506210	Juvenile Counselor	712591	(0.80)	(50,336)	(15,453)	(15,600)	(81,389)
1000	6088	66152	508201	Program Specialist Senior	712591	0.80	50,336	15,453	15,600	81,389
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
TOTAL ANNUALIZED CHANGES						0.00	0	0	0	0

CURRENT YEAR PERSONNEL DOLLAR CHANGECalculate costs/savings that will take place in this FY; these should explain the actual dollar amounts being changed by this Bud Mod.

							CURRENT YEAR			
Fund	Job #	HR Org	CC/WBS/IO	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
1000	6272	64246	506210	Juvenile Counselor	712591	(0.64)	(40,269)	(12,363)	(12,480)	(65,112)
1000	6088	66152	508201	Program Specialist Senior	712591	0.64	40,269	12,363	12,480	65,112
										0
				Reclass effective 9/12/12						0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
TOTAL CURRENT FY CHANGES						0.00	0	0	0	0

FM Side			PS/CO Side			Cost Element/Commitment		Notes
FM Fund Center	FM Fund Code	Functional Area	Internal Order	Cost Center	WBS Element		Item	
General Fund Contingency				9500001000			60470	Reduce available General Fund Contingency
19	1000	0020		xxx	xxx		xxxx	Increase Expenditure
xx-xx	xxxx	0020						
Indirect								
Central								
xx-xx	xxxx				xxx		60350	Indirect Expenditure
19	1000	0020		9500001000			50310	Indirect reimbursement revenue in General Fund
19	1000	0020		9500001000			60470	CGF Contingency expenditure
Departmental								
xxx	xxxx			xxx	xxx		60355	Indirect Departmental Expenditure
xx-xx	1000			xxx	xxx		50370	Indirect Dept reimbursement revenue in General Fund
xx-xx	1000			xxx	xxx		xxx	Off setting Dept expenditure in General Fund
Telecommunications								
xx-xx	xxxx				xxx		60370	Departmental telecommunication expenditure
78-70	3503	0020		709525			50310	Budgets receipt of reimbursement
78-70	3503	0020		709525			60200	Budgets offsetting expenditure in telecommunications fund
Data Processing								
xx-xx	xxxx				xxx		60380	Departmental data processing expenditures
78-70	3503	0020		709599			50310	Budgets receipt of Data Processing reimbursement
78-70	3503	0020		709599			60240	Budgets offsetting expenditures
Electronic Service Reimbursement								
xx-xx	xxxx						60420	Departmental Electronics expenditure
78-60	3501	0020		904200			50310	Receipt of Electronics service reimbursement
78-60	3501	0020		904200			60240	Budgets offsetting expenditure
Motor Pool: Use this cost center if you are adding funds for motor pool use.								
xx-xx	xxxx				xxx		60410	Departmental Motor Pool expenditure
78-30	3501	0020		904150			50310	Budgets receipt of Motor Pool service reimbursement
78-30	3501	0020		904150			60240	Budgets offsetting expenditure
Fleet: Use this cost center if you are adding funds for dedicated program cars.								
xx-xx	xxxx				xxx		60410	Departmental Fleet expenditure
78-60	3501	0020		904100			50310	Budgets receipt of Fleet service reimbursement
78-60	3501	0020		904100			60240	Budgets offsetting expenditure
Building Management								
xx-xx	xxxx				xxx		60430	Departmental Building Management expenditure
78-50	3505	0020		902575			50310	Budgets receipt of Building Management service reimbursement
78-50	3505	0020		902575			60170	Budgets offsetting expenditure
Insurance Service Reimbursement								
xx-xx	xxxx					60140 or 60145	60140 or 60145	Departmental Insurance expenditure
72-80	3500	0020		705210			50316	Insurance Revenue
72-80	3500	0020		705210			60330	Offsetting expenditure
Lease Payments to Capital Lease Retirement Fund								
xx-xx	xxxx						60450	Departmental Capital Lease Retirement expenditure
Mail & Distribution								
xx-xx	xxxx				xxx		60460	Mail & Distribution expenditure
78-20	3504	0020		904400			50310	Budgets receipt of service reimbursement
78-20	3504	0020		904400			60230	Budgets offsetting expenditure
Records								
xx-xx	xxxx				xxx		60460	Records expenditure
78-20	3504	0020		904500			50310	Budgets receipt of service reimbursement
78-20	3504	0020		904500			60240	Budgets offsetting expenditure

How are functional areas assigned to cost objects?

For the most part, functional area is related to what department has recorded the revenue or expenditure (i.e. the District Attorney is reported in Public Safety and Justice). There are some exceptions to this rule that require certain funds to be assigned to a particular functional area, regardless of what department the revenues or expenditures are recorded in.

Functional Area Assignments ~ Based on Fund		
<u>Special Revenue Funds</u>		
1501 - Road Fund	Road & Bridges	0080
1502 - Emergency Communications Fund	Community Services	0060
1503 - Bike Path Fund	Community Services	0060
1504 - Recreation Fund	Community Services	0060
1506 - County School Fund	Community Services	0060
1508 - Animal Control Fund	Community Services	0060
1509 - Willamette River Bridges Fund	Roads & Bridges	0080
1510 - Library Fund	Library	0070
1512 - Land Corner Preservation Fund	Roads & Bridges	0080
1518 - Oregon Historical Society Special Levy	Community Services	0060
1519 - Video Lottery	Community Services	0060
<u>Capital Project Funds</u>		
2504 - Building Project Fund	Community Services	0060
2507 - Capital Improvement Fund	Community Services	0060
2508 - Asset Acquisition Fund	Community Services	0060
2509 - Asset Preservation Fund	Community Services	0060
2511 - Sellwood Bridge Replacement	Roads & Bridges	0080
<u>Enterprise Funds</u>		
3000 - Dunthorpe-Riverdale Svc Dist #14 Fund	Dunthorpe-Riverdale Svc Dist #14	0500
3001 - Mid County Svc Dist #1 Fund	Mid County Svc Dist #1	0510
3002 - Behavioral Health Managed Care Fund	Behavioral Health Managed Care	0520

If a cost object is not in one of the funds listed above, then the functional area should be assigned based on the department that the cost object is in.

Functional Area Assignments ~ Based on Department (Fund Center)		
Non-Dept (10, except 10-50)	General Government	0020
Non-Dept CCFC (10-50)	Social Services	0040
District Attorney (15)	Public Safety & Justice	0050
Countywide (18 & 19)	General Government	0020
Human Services (20, 21, 25, 26, 30 & 31)	Social Services	0040
Health (40)	Health Services	0030
Community Justice (50)	Public Safety & Justice	0050
Sheriff's Office (60)	Public Safety & Justice	0050
County Management (72)	General Government	0020
County Assets (78)	General Government	0020
Library (80)	Library	0070
Community Services (91)	General Government	0020

If you have any questions or comments, please contact Susan Luce in General Ledger at ext. 22138.