



**MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST
BUDGET MODIFICATION**

(Revised: 5/24/13)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C-1 DATE 11/14/13
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 11/14/13
Agenda Item #: C.1
Est. Start Time: 9:30 am
Date Submitted: 10/30/13

Agenda Title: BUDGET MODIFICATION # DCJ-08 Reclassifies a Vacant Program Specialist to a Probation/Parole Officer in the Adult Services Division

Note: if Contingency, use that form. If item other than a BudMod, please use different APR. : Title should not be more than 2 lines but sufficient to describe the action requested.

Requested Meeting Date: November 14, 2013 **Time Needed:** N/A
Department: Dept. of Community Justice **Division:** Adult 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 vacant Program Specialist 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 vacant Program Specialist (6021) position to a Probation/Parole Officer (6276) was approved for recommendation to the Board of County Commissioners by the Class/Comp Unit of Central Human Resources on October 22, 2013 with an effective date retro-active to July 5, 2013.

Based on duties assigned to various District Managers and Community Justice Managers in different units surrounding "evidence-based practice" (EBP) initiatives, Adult Services Division would benefit from having a dedicated position in supporting the EPICS critical implementation details and related programming to strengthen probation/parole supervision delivery services toward a goal of improving outcomes with offenders. This position will

serve as a critical link in the EPICS implementation. As a case carrying Probation/Parole Officer, this EPICS practitioner will serve as subject matter expert in mentoring and coaching. The incumbent will solicit for peer support and resolve implementation barriers. This position will work with the matrix District Manager and DCJ's Research & Evaluation Unit in the development, design, and implementation of EPICS. This position will also provide supervision, surveillance, and counseling for adult offenders on formal probation or parole.

This position, as a Probation/Parole Officer, differs from the Corrections Counselor class by the ability to give directives to the offenders and ability to arrest and sanction. Additionally, unlike Corrections Counselors, Probation/Parole officers are required to be certified by the Board on Police Standards and Training in Basic Probation and Parole within one year of hire.

The purpose, duties, and qualifications of this position best fit the Probation/Parole Officer (6276) job classification.

In the FY 2014 Adopted Budget this position is part of Program Offer 50056 – State Funding Adjustment.

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

There is no fiscal impact for FY 2014 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 15% 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 classification decision from the Class/Comp Unit of Central Human Resources.

- **Do any personnel actions result from this budget modification? Explain.**
No, this position is currently vacant.
- **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: Attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.

Required Signatures

Elected Official or Dept Director: Joyce Resare for Scott Taylor /s/ **Date:** 10/23/2013

Budget Analyst: Allen Vogt /s/ **Date:** 10/24/2013

Department HR: James Opoka /s/ **Date:** 10/23/2013

Countywide HR: Olga Ward /s/ **Date:** 10/23/2013

Note: Please submit electronically. Insert names of your approvers followed by /s/ - we no longer use actual signatures. Please date each signature. Use "n/a" when signature not applicable.

Budget Modification ID: DCJ-08

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: 2014

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										0			
2										0			
3										0			
4										0			
5										0			
6										0			
7										0			
8										0			
9										0			
10										0			
11										0			
12										0			
13										0			
14										0			
15										0			
16										0			
17										0			
18										0			
19										0			
20										0			
21										0			
22										0			
23										0			
24										0			
25										0			
26										0			
27										0			
28										0			
29										0			
										0			Total - Page 1
										0			GRAND TOTAL

No Fiscal impact.

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								
19	1000	0020		9500001000			60470	Reduce available General Fund Contingency
xx-xx	xxxxx	0020		xxx	xxx		xxxxx	Increase Expenditure
Indirect								
Central								
xx-xx	xxxxx							
19	1000	0020		9500001000			60350	Indirect Expenditure
19	1000	0020		9500001000			50310	Indirect reimbursement revenue in General Fund
							60470	CGF Contingency expenditure
Departmental								
xxx	xxxxx			xxx	xxx		60355	Indirect Department 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	xxxxx							
78-70	3503	0020		709525			60370	Departmental telecommunication expenditure
78-70	3503	0020		709525			50310	Budgets receipt of reimbursement
							60200	Budgets offsetting expenditure in telecommunications fund
Data Processing								
xx-xx	xxxxx							
78-70	3503	0020		709599			60380	Departmental data processing expenditures
78-70	3503	0020		709599			50310	Budgets receipt of Data Processing reimbursement
							60240	Budgets offsetting expenditures
Electronic Service Reimbursement								
xx-xx	xxxxx							
78-60	3501	0020		904200			60420	Departmental Electronics expenditure
78-60	3501	0020		904200			50310	Receipt of Electronics service reimbursement
							60240	Budgets offsetting expenditure
Motor Pool: Use this cost center if you are adding funds for motor pool use.								
xx-xx	xxxxx							
78-30	3501	0020		904150			60410	Departmental Motor Pool expenditure
78-30	3501	0020		904150			50310	Budgets receipt of Motor Pool service reimbursement
							60240	Budgets offsetting expenditure
Fleet: Use this cost center if you are adding funds for dedicated program cars.								
xx-xx	xxxxx							
78-60	3501	0020		904100			60410	Departmental Fleet expenditure
78-60	3501	0020		904100			50310	Budgets receipt of Fleet service reimbursement
							60240	Budgets offsetting expenditure
Building Management								
xx-xx	xxxxx							
78-50	3505	0020		902575			60430	Departmental Building Management expenditure
78-50	3505	0020		902575			50310	Budgets receipt of Building Management service reimbursement
							60170	Budgets offsetting expenditure
Insurance Service Reimbursement								
xx-xx	xxxxx							
72-80	3500	0020		705210		60140 or 60145	50316	Departmental Insurance expenditure
72-80	3500	0020		705210			60330	Insurance Revenue
								Offsetting expenditure
Lease Payments to Capital Lease Retirement Fund								
xx-xx	xxxxx							
							60450	Departmental Capital Lease Retirement expenditure
								Contact your Budget Analyst to complete this.
Mail & Distribution								
xx-xx	xxxxx							
78-20	3504	0020		904400			60460	Mail & Distribution expenditure
78-20	3504	0020		904400			50310	Budgets receipt of service reimbursement
							60230	Budgets offsetting expenditure
Records								
xx-xx	xxxxx							
78-20	3504	0020		904500			60460	Records expenditure
78-20	3504	0020		904500			50310	Budgets receipt of service reimbursement
							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		
Special Revenue Funds		
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
Capital Project Funds		
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
Enterprise Funds		
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.