



# MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(Revised: 8/18/11)

## Board Clerk Use Only

Meeting Date: 3/14/13  
Agenda Item #: C.4  
Est. Start Time: 9:30 am  
Date Submitted: 2/25/13

**BUDGET MODIFICATION # DCJ-11 Reclasses a Vacant 1.00 FTE Corrections Counselor to a Probation/Parole Officer in the Adult 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: March 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 1.00 FTE Corrections 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 vacant 1.00 FTE Corrections Counselor (6268) 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 February 21, 2013 with an effective date of March 1, 2013.

Since January 2012, the Transition Services Unit has been responsible for post-prison and local control intakes. Per Oregon Administrative Rules, Corrections Counselors do not have the legal authority to "direct" offenders. For that reason, Probation/Parole Officers in this unit have been completing all post prison intakes that include reviewing and signing

Conditions of Supervision. Reclassifying this position from Corrections Counselor to Probation/Parole Officer will allow the unit to conduct in-custody interviews, intakes, and specialized services for those being released from state and local custody.

The examples of primary responsibilities of this position will be: advising/instructing offenders to comply with probationary or post prison conditions, legal obligations and requirements imposed by Court, Parole Board and Statute; maintaining on-going evaluation and communicating to the court with recommendations for sentence modification; drafting and executing individual supervision or surveillance plans to monitor offender compliance; conducting unannounced field visits to offenders' residence or place of employment; conducting searches and seizing evidence as authorized; assessing the level of danger presented by the offenders placing the offenders in secure custody when necessary; and imposing sanctions on offenders for violations of supervisory conditions or directives.

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, 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 as described best fit the Probation/Parole Officer (6276) job classification.

In the FY 2013 Adopted Budget this position is part of Program Offer 50039 – Adult Transition and Re-Entry 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 19% 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.

If a position is vacant or the incumbent is not reclassified with the position, the position must be filled in accordance with normal appointment procedures. If a position is reclassified due to reorganization, a limited recruitment may be conducted.

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

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**Budget Modification**

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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.  
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: 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:	2/25/13
Budget Analyst:	Shannon Busby /s/	Date:	2/25/13
Department HR:	James Opoka /s/	Date:	2/25/13
Countywide HR:	Olga Ward /s/	Date:	2/25/13