

The majority of these classifications are found within the Department of County Human Services (over 50%) and in the Health Department (+20%). However, these classifications are found in other departments throughout the County, including: Community Services; Community Justice; the Library; County Management; District Attorney's Office; Sheriff's Office; and Nondepartmental organizations.

These broad classifications encompassed functions which have significantly varying work assignments in diverse programs. Assignments range from creating community food/gardening initiatives to developing health equity policies and performing research on various social/contemporary topics. Additionally one Research & Evaluation Analyst 2 position was included in the study, as the work assignments appeared to align with the "PDS" series.

After considerable research and review of employees' position descriptions, data and information collected from the desk audits, review of external practices and input from employees, managers and the management panel, the team (LGPI and Class Comp) determined the current classification structure was still viable. Program Development Specialist Senior, Program Development Specialist, Program Coordinator and Program Development Technician classifications were maintained; however, the word "Development" was struck from the titles. It became apparent many employees working in these classifications do little to no actual program development and thus the title was misleading. Additionally, it was determined the Volunteer Coordinator and MCSO Volunteer Program Coordinator should be eliminated and those jobs reclassified to the Program Coordinator classification, as there were no significant differences in the work being performed and the Program Coordinator classification adequately described the work of the incumbents. The changes to the classification structure are summarized in the table below.

Original Job Class Title	New/Revised Job Class Title	Comments
Program Development Specialist, Sr.	Program Specialist, Sr.	Title Change to better reflect the work
Program Development Specialist	Program Specialist	Title Change to better reflect the work
Program Coordinator	Program Coordinator	No Change
Program Development Technician	Program Technician	Title Change to better reflect the work
Volunteer Coordinator	Program Coordinator	Original Job Classification Eliminated
MCSO Volunteer Program Coordinator	Program Coordinator	Original Job Classification Eliminated
Program Development Specialist, Sr.	Program Specialist, Sr.	Title Change to better reflect the work

For more detailed information please see the attached study.

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

Of 170 positions studied, 3.5% changed to job classes with higher pay grades; 3.5% were allocated to classifications with lower pay grades; and 93%, remained unchanged with regards to pay grade. The following details the cost increases by program:

- Mental Health Commitment Services (25058 - DCHS) reclassification of a 1.00 Program Development Technician to a Data Analyst for an increase of \$4,684. The increase is offset by a corresponding decrease in supplies.
- Office of Sustainability (10034 – Nond) reclassification of 2.00 Program Development Technicians to Program Specialists for an increase of \$17,190. The increase is offset by a corresponding decrease of temporary personnel costs in the Office of the Board (10017 - Nond).

- Animal Services Client Support (91005 – DCS) – reclassification of a 1.00 Volunteer Coordinator to a Program Specialist Sr. for an increase of \$7,529. The increase is offset by a corresponding decrease of personnel costs in the same program.

4. Explain any legal and/or policy issues involved.

Multco Personnel Rule 5-50 in essence states employees and all positions should be properly classified. Further, Central Human Resources is responsible maintaining a pay and classification system, and for reviewing positions whenever the duties change substantially. Central Human Resources also classifies and reclassifies all regular and limited duration positions to approved classifications based on an analysis of duties, responsibilities, knowledge, skills, abilities, and qualifications. Multco Personnel Rule 5-45 provides the foundation for Central HR to create and maintain an appropriate salary structure to facilitate recruitment, retain competent employees with necessary skills/talents., and to establish equitable internal and external pay relationships. With the periodic review of classifications and pay integrity for work performed, the County will maintain public trust in its financial stewardship.

5. Explain any citizen and/or other government participation that has or will take place.

All employees and their salaries are published annually.

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).**

Not applicable.

- **What budgets are increased/decreased?**

Nondepartmental – General Fund

Personnel costs increase by \$17,190
 Temporary personnel costs decrease by \$17,190

Department of County Human Services – Federal/State Fund

Personnel Costs increase by \$4,684
 Materials and supplies costs decrease by \$4,684

Department of Community Services – General Fund

Personnel costs increase by \$7,529
 Personnel costs for a vacant position decrease by \$7,529

Risk Fund revenues and expenditures increase by \$1,692

- **What do the changes accomplish?**

The changes implement the PDS classification study. It corrects positions that were classified incorrectly and resets the correct pay grade of impacted employees/positions for compensation purposes.

- **Do any personnel actions result from this budget modification? Explain.**

There is no change in the number of FTE.

Roughly 3.5% of positions studied were reclassified to a higher grade, and the employees will have future higher estimated earnings. Approximately 3.5% of employees studied were reclassified to a lower pay grade and pay is either “red-circled/frozen” or future earnings are reduced. 93% of all positions studied have the same pay grade.

- **If a grant, is 100% of the central and department indirect recovered? If not, please explain why.**

Not applicable.

- **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?**

Not applicable.

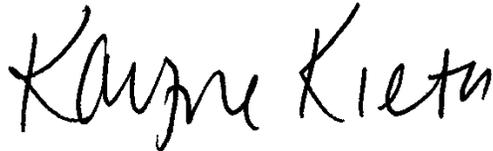
- **If a grant, what period does the grant cover? When the grant expires, what are funding plans? Are there any particular stipulations required by the grant (i.e. cash match, in kind match, reporting requirements etc)?**

Not applicable.

NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.

Required Signatures

**Elected Official
or Dept Director:**



Date: 11/14/11

Karyne Kieta

Budget Analyst:



Date: 11/14/11

Christian Elkin

Countywide HR:



Date: 11/14/11

Joi Doi, Class Comp Manager – Central Human Resources