



**MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST
BUDGET MODIFICATION**

(revised 08/02/10)

Board Clerk Use Only	
Meeting Date:	7/12/12
Agenda Item #:	C.2
Est. Start Time:	9:30 am
Date Submitted:	6/19/12

BUDGET MODIFICATION: DCJ - 01

Agenda Title:	BUDGET MODIFICATION # DCJ-01 Reclasses a 1.00 FTE Background Investigator to a HR Analyst 1 / NR in the Employee Community & Clinical Services Division, as Determined by the Class/Comp Unit of Central Human Resources.
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Note: For all other submissions (i.e. Notices of Intent, Ordinances, Resolutions, Orders or Proclamations) please use the APR short form.

Requested Meeting Date:	<u>July 5, 2012</u>	Amount of Time Needed:	<u>N/A</u>
Department:	<u>Dept. of Community Justice</u>	Division:	<u>ECCS</u>
Contact(s):	<u>Joyce Resare</u>		
Phone:	<u>503-988-3961</u>	Ext.:	<u>83961</u>
		I/O Address:	<u>503 / 250</u>
Presenter Name(s) & Title(s):	<u>Consent Calendar</u>		

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 Background Investigator 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 1.00 FTE Background Investigator [6248] position to a HR Analyst 1 / NR [9080] was approved for recommendation to the Board of County Commissioners by the Class/Comp Unit of Central Human Resources on May 18, 2012 with an effective date of July 1, 2012.

With the current incumbent retiring, DCJ/HR is expanding the responsibilities of this position to

include recruitment and selection, leave administration, and other HR functions. In its revised role, this position is responsible for conducting DCJ's background investigations, coordinating DCJ's recruitment and selection process in conjunction with DCJ's primary recruiter, and managing leave administration in conjunction with the DCJ's primary leave administrator. Essential functions include: help develop and implement effective recruitment plans, job announcements, and advertising strategy that will ensure a diverse and qualified pool of applicants; analyze information from the hiring and background investigation process on potential employees and effectively recommend whether or not to hire applicants; coordinate DCJ's work unit transfer and work out of class process; assist DCJ's primary leave administrator with managing leave administration, including FMLA/OFLA, other medical and non-medical leaves, etc; administer DCJ's Non-Occupational Light Duty program; interpret standard policies, procedures, collective bargaining agreements, County Personnel Rules, and local, state, and Federal laws; provide consultation and human resources assistance to managers, supervisors, and employees on backgrounds, recruitment/selection, and leave administration; ensure compliance with the County Personnel Rules, labor contracts, and local, state, and federal laws; analyze and prepare statistical reports including adverse impact and applicant flow; and assist with audits and evaluations of the recruitment/selection process. The essential functions, level of responsibility, working with labor contracts/collective bargaining rules, and the required qualifications for this position are consistent with the HR Analyst 1/NR [9080] classification.

This position is part of FY 2013 Program Offer 50007 – DCJ Human Resources.

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. This position is ongoing.

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 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

ATTACHMENT 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. This position is funded 100% by County General Fund.
- **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 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.

ATTACHMENT B

BUDGET MODIFICATION: DCJ - 01

Required Signatures

Elected Official or
Department/
Agency Director:

Joyce Resare for Scott Taylor /s/

Date: 6/19/12

Budget Analyst:

Shannon Busby /s/

Date: 6/19/12

Department HR:

James Opoka /s/

Date: 6/19/12

Countywide HR:

Joi Doi /s/

Date: 6/19/12