



**MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST
BUDGET MODIFICATION**

(revised 08/02/10)

Board Clerk Use Only	
Meeting Date:	8/9/12
Agenda Item #:	C.9
Est. Start Time:	9:30 am
Date Submitted:	7-24-12

BUDGET MODIFICATION: DCJ - 02

**BUDGET MODIFICATION # DCJ-02 Reclasses a 1.00 FTE HR Analyst 2 to a
Agenda HR Analyst Senior/NR in the Employee Community & Clinical Services
Title: 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:	<u>August 2, 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 HR Analyst 2 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 HR Analyst 2 [6103] position to a HR Analyst Senior/NR [9748] was approved for recommendation to the Board of County Commissioners by the Class/Comp Unit of Central Human Resources on July 20, 2012 with an effective date of August 1, 2012.

Since the elimination of the unit's training manager position circa 2006, this position has become increasingly involved in higher level initiatives both departmentally and statewide with increased complexity and focus on designing, managing and implementing organizational development and

strategic initiatives. In its evolved role, this position is responsible for managing the department's professional development unit which includes organizational development, performance management, evaluation and workforce professional development/training. Essential functions include: plan, organize, implement and evaluate strategic department initiatives in professional development, competency modeling, and training; establish and maintain a consistent teaching/training process; provide a high level of professional communication and customer service with both internal staff at various levels in the department as well as external customers; establish and maintain current training records; provide subject matter expertise in project management, organizational development, and instructional design; research, analyze, and summarize information for grievance/arbitration hearings and for contract negotiations; provide/confirm information regarding certification of sworn officers through the Department of Public Safety Standards and Training (DPSST); collaborate with management/leadership teams within the department and county; and represent the department on various statewide committees.

In an analysis by the Central HR Class/Comp Unit, it was determined that the current HR Analyst 2 classification lacks the complexity and leadership direction required of this position. The purpose, essential functions and level of responsibility for this position are consistent with the HR Analyst Senior / NR (9748) Classification and meet PECBA requirements regarding confidential employee/labor relations, level of staffing/recruiting support and other general work assignments.

This position is part of FY 2013 Program Offer 50005 – DCJ Employee, Community & Clinical 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. This position is ongoing.

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

Compensation will be determined in accordance with applicable bargaining agreement or MC Personnel Rule 2-40. Any compensation or seniority adjustments will be processed in accordance with applicable bargaining agreement or MC Personnel Rule 5-50 and 2-40.

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.**

Yes, the current incumbent in this position will be reclassified along with the position with an effective date of August 1, 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.

SIGNATURES

BUDGET MODIFICATION: DCJ - 02

Required Signatures

Elected Official or Department/ Agency Director:	<u>Kathleen Treb for Scott Taylor /s/</u>	Date: <u>7-24-12</u>
Budget Analyst:	<u>Shannon Busby /s/</u>	Date: <u>7-24-12</u>
Department HR:	<u>James Opoka /s/</u>	Date: <u>7-24-12</u>
Countywide HR:	<u>Joi Doi /s/</u>	Date: <u>7-24-12</u>