

CLARK COUNTY STAFF REPORT

DEPARTMENT: Human Resources

DATE: June 17, 2014

REQUEST: Create a new Lead Victim Advocate classification (grade OW711) and reclassify one Victim Advocate position (CAI0002) effective June 17, 2014.

CHECK ONE: Consent CAO

BACKGROUND

Human Resources received a request from the Children's Justice Center (CJC) Executive Director and the incumbent to review this position and determine if the classification is appropriate, given the level of complexity in duties assigned to the incumbent.

The Victim Advocate classification's focus is on working a case with a single child victim and carrying a caseload of similar cases. As part of the review process, the incumbent completed a detailed Position Description Questionnaire, which was reviewed by the CJC's Executive Director. The Executive Director was also contacted for additional information, and reported that in addition to her duties as a Victim Advocate the incumbent acts as the VA volunteer caseload coordinator, assigning cases to VA volunteers, and reviewing and monitoring the case status and quality control of each VA's case to ensure the necessary steps are being taken. The incumbent also conducts significant statistical research for the CJC's Annual Report, creates and maintains the VA volunteer project tracking systems and analyzes and researches best practices in advocacy in order to implement new procedures and create new program goals for the VA volunteers.

The analysis and findings were discussed with other Human Resources staff assigned to conduct classification reviews. Duties and requirements for the Victim Advocate, Corrections Counselor Lead and Plans Examiner Leadworker classifications were reviewed, and internal equity was considered. It was determined that because the Victim Advocate Lead, like the other two lead classifications, would be focused on overseeing and administering the CJC's comprehensive VA volunteer services program encompassing a broad range of activities, the CJC's Victim Advocate (CAI0002) should be reclassified to new Local 11 classification OW 711 Victim Advocate Lead effective June 16, 2014.

COMMUNITY OUTREACH

There were no community outreach efforts specific to this request.

BUDGET AND POLICY IMPLICATIONS

The reclassification of the Victim Advocate to new Local 11 classification (OW711) Lead Victim Advocate effective June 16, 2014, results in an additional cost of \$2,600 for the remainder of the 2013/14 biennium and \$10,400 for the next biennium.

FISCAL IMPACTS

Yes (see attached form)

No



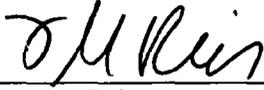
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ACTION REQUESTED

Approve the new Lead Victim Advocate classification (grade OW711) and reclassify one Victim Advocate position (CAI0002) effective June 16, 2014.

DISTRIBUTION

Sharrell Kline, Jeremy Hammrich; Human Resources
Mary Blanchette, CJC



Francine Reis
Human Resources Director

BOARD OF COUNTY COMMISSIONERS
FOR CLARK COUNTY, WASHINGTON



Chair, Board of County Commissioners

June 17, 2014
SR 124-14

FISCAL IMPACT ATTACHMENT

Part I: Narrative Explanation

I. A – Explanation of what the request does that has fiscal impact and the assumptions for developing revenue and costing information

CJC seeks to reclass one Victim Advocate position to new Local 11 classification (OW711) Lead Victim Advocate effective June 16, 2014.

Part II: Estimated Revenues

Fund #/Title	Current Biennium		Next Biennium		Second Biennium	
	GF	Total	GF	Total	GF	Total
Total						

II. A – Describe the type of revenue (grant, fees, etc.)

Part III: Estimated Expenditures

III. A – Expenditures summed up

Fund #/Title	FTE's	Current Biennium		Next Biennium		Second Biennium	
		GF	Total	GF	Total	GF	Total
Re-class change	N/A	2,600	2,600	10,400	10,400	10,400	10,400
Total	N/A	2,600	2,600	10,400	10,400	10,400	10,400

III. B – Expenditure by object category

Fund #/Title	Current Biennium		Next Biennium		Second Biennium	
	GF	Total	GF	Total	GF	Total
Salary/Benefits	2,600	2,600	10,400	10,400	10,400	10,400
Contractual						
Supplies						
Travel						
Other controllables						
Capital Outlays						
Inter-fund Transfers						
Debt Service						
Total	2,600	2,600	10,400	10,400	10,400	10,400

