

**Department:** District Attorney

**Program Contact:** Jodi Erickson

**Program Offer Type:** Support

**Program Offer Stage:** As Requested

**Related Programs:**
**Program Characteristics:** In Target

**Executive Summary**

This program provides all support for the Multnomah County District Attorney's Office (MCDA) related to finance, purchasing, travel and training, budget preparation, fiscal reports, grant reporting and monitoring, and research/evaluation. It also carries out all human resources functions, including payroll, human resources records and personnel file maintenance, Workday user support and assistance for 200 employees, new employee orientation and onboarding in the office at and countywide NEO, and recruitment/selection. It also handles employee relations or labor relations complaints which are not eligible for referral to the new Complaint Investigations Unit in central human resources.

**Program Summary**

This program provides office wide support for finance and human resources functions. The finance staff provides all accounts payable, accounts receivable, general ledger, petty cash accounts, travel and training, fiscal reporting, budget preparation, grant reporting and monitoring, purchasing, inventory, and contracts.

The Human Resources (HR) Unit provides support to the entire MCDA in many different areas to include: employee and labor relations, recruitment and selection, internal investigations, personnel file maintenance, classification and compensation, management consultation, discipline and grievance handling, reasonable accommodation requests and leave administration. The HR Unit provides support to the entire MCDA with regard to Workday questions and assistance. Workday has helped to streamline some of the HR Unit's business processes, while it has made others more time consuming and complicated. A year after implementation, the HR Unit is still working on finalizing some of these business processes. The HR Unit supports managers with contract interpretation, performance management consultation, and facilitates the departments FMLA/OFLA coordination with Central Benefits.

This program contributes to Multnomah County's Climate Action Plan by purchasing green products and supplies for the entire office and by working to reduce paper usage throughout the office. The office uses 100% recycled paper products.

**Performance Measures**

Measure Type	Primary Measure	FY19 Actual	FY20 Budgeted	FY20 Estimate	FY21 Offer
Output	Total number of employees supported per day	N/A	215	215	210
Outcome	Percent of people of color hired for open positions	N/A	31%	36%	31%
Output	Number of new hires	65	20	44	30

**Performance Measures Descriptions**

For additional MCDA Budget Information:

<https://www.mcda.us/index.php/documents/multnomah-county-district-attorneys-informational-budget-packet-fy-2021.pdf>

## Legal / Contractual Obligation

ORS 8.700 - Register to be kept. The district attorney must keep a register of official business, in which the district attorney shall make a note of every action, suit or proceeding commenced or defended by the district attorney in official capacity, and the proceedings therein. The register shall, at the expiration of the term of office of the district attorney, be delivered by the District Attorney to the successor in office. ORS 8.850 - Offices, supplies and stenographic assistance for district attorneys and deputies. Each county shall provide the district attorney and any deputies for such county with such office space, facilities, supplies and stenographic assistance as is necessary to perform efficiently the duties of such office.

## Revenue/Expense Detail

	<b>Adopted General Fund</b>	<b>Adopted Other Funds</b>	<b>Requested General Fund</b>	<b>Requested Other Funds</b>
<b>Program Expenses</b>	<b>2020</b>	<b>2020</b>	<b>2021</b>	<b>2021</b>
Personnel	\$618,563	\$0	\$652,525	\$0
Materials & Supplies	\$8,550	\$0	\$9,200	\$0
Internal Services	\$0	\$0	\$1,000	\$0
<b>Total GF/non-GF</b>	<b>\$627,113</b>	<b>\$0</b>	<b>\$662,725</b>	<b>\$0</b>
<b>Program Total:</b>	<b>\$627,113</b>		<b>\$662,725</b>	
<b>Program FTE</b>	5.00	0.00	5.00	0.00

<b>Program Revenues</b>				
<b>Total Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## Explanation of Revenues

## Significant Program Changes

Last Year this program was: FY 2020: 15003-20 Finance/Human Resources