

**Department:** County Management

**Program Contact:** Shelly Kent

**Program Offer Type:** Innovative/New Program

**Program Offer Stage:** As Proposed

**Related Programs:**
**Program Characteristics:** One-Time-Only Request

### Executive Summary

The Multnomah County Future of Work initiative is a collection of projects that support the following changes in the workplace including: revisions to workplace policies and practices, changes in facilities and workspace management, training and support resources, and maintaining our commitment to regular county wide communications. The Future of Work Coordinator provides leadership and project management for countywide planning for return to onsite work transition, as well as rules and processes that support a telework staffing environment. In addition, this program includes resources to develop and implement plans to reconfigure county facilities in response to updated programmatic needs due to the large number of routine, hybrid and ad hoc teleworking employees.

### Program Summary

This program funds a Future of Work Coordinator (HR Manager 1, limited duration) to serve as a project manager for countywide planning for return to onsite work transition, as well as development of rules and processes that support a telework staffing environment.

County leadership and key stakeholders developed guiding principles to help shape the Future of Work at Multnomah County, including a shared commitment to prioritizing community and customer needs; establishing effective remote and onsite strategies that match our services, employees and workgroup needs; and advancing equitable practices that ensure all employees, whether working remotely or onsite, are supported with opportunities to grow and thrive. In partnership with work initiated in the DCA to evaluate future space needs, this may include creating department and countywide hoteling or shared work spaces and the reconfiguration of current program footprints to right size based on an evaluation of future needs.

Program activities include bringing stakeholders together to develop plans and reach agreements, assisting with supervisor and employee communications, updating policy and process documents as needed, collaborating with Human Resources, Facilities, supervisors and managers on strategies to bring employees back onsite, supporting employee and supervisor training efforts, serving as a liaison between Central Human Resources, Facilities and Risk Management on safe workspaces and providing resources to fund space reconfiguration implementation.

The use of these resources will be evaluated and approved by the Chief Operating Officer (COO) in partnership with the Department of County Assets (DCA) Facilities Division and based on countywide departmental needs.

### Performance Measures

Measure Type	Primary Measure	FY21 Actual	FY22 Budgeted	FY22 Estimate	FY23 Offer
Output	Number of pilot space redesign projects implemented	N/A	N/A	N/A	5
Outcome	Percentage of department managers who have the resources and tools needed to make informed decisions	N/A	100%	100%	100%
Output	Number of employees in a telework arrangement of some kind	N/A	N/A	2,800	3,100
Output	Number of communications on Future of Work (weekly Mondav Minute. Multco Matters. Management Monthly)	N/A	N/A	152	152

### Performance Measures Descriptions

Output and Outcome: The work of this program will impact the majority of employees either through ensuring that safety protocols are in place for employees returning to work onsite and/or through employees having some form of telework schedule and/or reconfiguration of employee spaces. One goal of the program is to ensure decisions are made consistently across the county. Space redesign projects implemented estimated pending input from departments, DCA and consultant.

## Legal / Contractual Obligation

American Rescue Plan (ARP) Act Rules.

Federal, state, local laws, rules, and regulations covering wage and hour, discrimination, harassment, labor relations, privacy, employment at will, hiring, defamation, Health Insurance Portability & Accountability Act and other employment related issues including twelve labor agreements.

## Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2022	2022	2023	2023
Personnel	\$0	\$191,604	\$0	\$197,557
Contractual Services	\$0	\$0	\$0	\$750,000
Materials & Supplies	\$0	\$8,396	\$0	\$1,757,443
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$200,000</b>	<b>\$0</b>	<b>\$2,705,000</b>
<b>Program Total:</b>	<b>\$200,000</b>		<b>\$2,705,000</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

Program Revenues				
Intergovernmental	\$0	\$200,000	\$0	\$2,705,000
<b>Total Revenue</b>	<b>\$0</b>	<b>\$200,000</b>	<b>\$0</b>	<b>\$2,705,000</b>

## Explanation of Revenues

American Rescue Plan (ARP) Direct County Funding, One time Only - \$2,705,000

Future of Work Coordinator \$205,000

Future of Work Space Planning \$2,500,000

## Significant Program Changes

**Last Year this program was:** FY 2022: 72901 ARP - Future of Work Coordinator

This is a program under priority area 5 - Critical County Infrastructure. The position is an investment in the county's leadership team to support employees returning to work onsite safely and to develop rules and processes for telework schedules. The resources for space reconfiguration will allow funding to make the best use of county facilities into the future.