



Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

Board Clerk Use Only

Meeting Date: _____

Agenda Item #: _____

Est. Start Time: _____

Date Submitted: _____

Agenda Title: BUDGET MODIFICATION # DCHS-41-15: Authorizing Ten Position Re-classifications within the DCHS Business Services & Contracts Units

Requested Meeting Date: _____ **Time Needed:** N/A (Consent Agenda)

Department: 25 - County Human Services **Division:** DCHS Administration

Contact(s): Rob Kodiriy

Phone: (503) 988-6569 **Ext.** 86569 **I/O Address** 167/240

Presenter Name(s) & Title(s): N/A - Consent Agenda

General Information

1. What action are you requesting from the Board?

The Department of County Human Services (DCHS) is requesting approval of budget modification DCHS-41-15, authorizing staffing adjustments resulting from the reclassification of ten positions in the DCHS Business Services and Contracts units.

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.

Currently over 60% of DCHS FY15 Budget is for Contracted Services; DCHS has over 100 funding streams and operates about 90 information systems. DCHS Business Services and Contracts workforce is about 4% of DCHS while cost is about 2% of the department budget. DCHS Business Services has been significantly under staffed for the last few years. Although, revenues grew, Business Services staffing and structure remained unchanged. From FY2013 DCHS grew almost \$40M, more than half of which came through MHASD growth. As MHASD transitions to the Health Department we still anticipate about 10% additional growth in what remains with DCHS. Several County Internal Audits conducted for the FY 2008-13 further support this need. Other reasons include changing of Federal and State regulations, where fund allocation authority is shifting from them to us. Implementation of the DCHS Strategic Business Plan, Succession Planning and Workforce Development also necessitate major reorganization in PO 25002 Business Services and PO 25003 Contracts Unit. These changes will accomplish the following: implementing policies and procedures that result in consistent and equitable contract administration practices; high

quality and accountable service delivery and integration of client financial data systems throughout DCHS and the County; administrative simplification and sustainability - establish a monitoring process to ensure consistency and compliance with business procedures and policies, and increase technical proficiency to improve financial and business services to all stakeholders; and establish responsive staffing structure to meet current and future DCHS needs. These changes also address transition of MHASD to Health Department. Overall, we aim to accomplish better financial monitoring, compliance with changing rules and regulations, contract execution and payment monitoring for vendors and individuals receiving direct services, financial risk management and cost controls, financial data consolidation among multiple systems.

This budget modification reflects a series of HR Class/Comp decisions approving reclassification requests initiated by management in program offers 25002 – Business Services and 25003 – Contracts, all with effective dates of 04-01-15.

3. Explain the fiscal impact (current year and ongoing).

The total impact on the current FY15 fiscal year budget for DCHS Business Services is an increase in personnel costs of \$11,460. The budget for Professional Services and Travel/Training in the DCHS Business Services program offer will be decreased by \$10,531 and \$929, respectively to offset the increased personnel costs. Subsequent fiscal year personnel cost increases for seven of the positions will be determined by approved merit and COLA increases, and will be absorbed within the DCHS Administration division's budget while the cost of three of the positions will be part of the Health Department's budget effective 07-01-15. Service reimbursement from the Federal/State fund to the Risk Management fund will increase by \$1,707.

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

N/A

5. Explain any citizen or other government participation.

N/A

Budget Modification

6. What revenue is being changed and why? If the revenue is from a federal source, please list the Catalog of Federal Assistance Number (CFDA).

No revenue is being changed with this budget modification.

7. What budgets are increased/decreased?

There is a neutral bottom-line impact to the Department of County Human Services' budget as a result of these reclassifications. Service reimbursement from the Federal/State fund to the Risk Management fund will increase by \$1,707.

8. What do the changes accomplish?

This budget modification implements the various decisions from HR Class/Comp following management requests to reclassify ten positions within the DCHS Business Services and

Contracts units in order to accurately reflect the actual functions and duties of the positions involved post reorganization.

9. Do any personnel actions result from this budget modification?

Yes. The following personnel actions will be initiated with the approval of this budget modification. All reclassified positions are in the FY16 Requested budget:

1. Position 708916 – reclassify from Contract Specialist (6015) to Procurement Analyst Senior (6111); HR Class/Comp #2703; Program Offer 25003.
2. Position 706416 – reclassify from Contract Specialist (6015) to Procurement Analyst Senior (6111) HR Class/Comp #2704; Program Offer 25003. This position will transition to the Health Department beginning FY16.
3. Position 705556 – reclassify from Contract Specialist (6015) to Contract Specialist Senior (6031) HR Class/Comp #2705; Program Offer 25003.
4. Position 701643 – reclassify from Contract Specialist (6015) to Contract Specialist Senior (6031) HR Class/Comp #2706; Program Offer 25003. This position will transition to the Health Department beginning FY16.
5. Position 713673 – reclassify from Finance Specialist 1 (6029) to Finance Specialist 2 (6030) HR Class/Comp #2707; Program Offer 25002.
6. Position 709606 – reclassify from Finance Specialist 2 (6030) to Finance Specialist Senior (6032) HR Class/Comp #2708; Program Offer 25002.
7. Position 713124 – reclassify from Finance Supervisor (9335) to Finance Manager (9336) HR Class/Comp #2710; Program Offer 25002.
8. Position 713123 – reclassify from Finance Supervisor (9335) to Finance Manager (9336) HR Class/Comp #2711; Program Offer 25002.
9. Position 702851 – reclassify from Finance Specialist Senior (6032) to Budget Analyst (6026) HR Class/Comp #2712; Program Offer 25002. This position will transition to the Health Department beginning FY16.
10. Position 704654 – reclassify from Office Assistant Senior (6002) to Operations Supervisor (9025) HR Class/Comp #2713; Program Offer 25002.

10. If a grant, is 100% of the central and department indirect recovered? If not, please explain why.

N/A

11. 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

12. 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 (e.g. cash match, in kind match, reporting requirements, etc)?

N/A

Required Signature

**Elected Official or
Dept. Director:** _____

Date: _____

Budget Analyst: _____

Date: _____

Department HR: _____

Date: _____

Countywide HR: _____

Date: _____