



# 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-05-16: Reclassifying an Admin Analyst to an Admin Analyst Sr (NR) in Aging, Disability & Veteran's Services**

Requested Meeting Date: 9/24/15

Time Needed: N/A (Consent Agenda)

Department: 25 - County Human Services

Division: Aging, Disability & Veterans Services

Contact(s): Lee Girard

Phone: 503-988-3620

Ext. 83768

I/O Address 167/1/510

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-05-16, authorizing the reclassification of a vacant full-time Administrative Analyst position to an Administrative Analyst Senior (NR) in Aging, Disability and Veterans Services (ADVSD) as determined by the Class/Comp unit of Central Human Resources, Reclassification Request #3041.

### 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.

This budget modification reflects an HR Class/Comp decision on a reclassification request initiated by management in Program Offer 25020A-16 – ADVSD Access & Early Intervention Services.

ADVSD submitted the reclassification request as a result of the need reorganize and reprioritize the position's duties. The Community Services unit's business services team and the contract/administrative functions have grown significantly over the past year and require more supervision of day-to-day activities. This position will be assigned supervisory duties and will be responsible for a variety of professional, technical, and analytical work supporting the administration of ADVSD Community Services. This includes providing management, oversight, and guidance for contract management and administration, finance and vendor payment processing, data processing, information management and analysis, purchasing, and budget

documentation.

Human Resources Class/Comp unit reviewed the responsibilities of this position and concluded that the duties, responsibilities and qualifications best fit the Administrative Analyst Senior (NR) classification.

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

Because the Step 1 pay scale for an Administrative Analyst is only slightly higher than the minimum pay range for an Administrative Analyst Senior (NR), the impact on the current fiscal year personnel budget will be neutral.

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

N/A

**5. Explain any citizen or other government participation.**

N/A

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**Budget Modification**

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**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 impact to the Aging, Disabilities & Veteran's Services budget and all service reimbursement budgets as a result of this reclassification.

**8. What do the changes accomplish?**

This budget modification implements the decision from HR Class/Comp through Request #3041 to reclassify a vacant full-time Administrative Analyst position to an Administrative Analyst Senior (NR) in order to accurately reflect the intended functions and duties of the position involved.

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

Yes. The approval of this budget modification will result in reclassifying a full-time position in Aging Disability & Veteran's Services from an Administrative Analyst to an Administrative Analyst Senior (NR) as determined by the Class/Comp unit of Central Human Resources.

**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

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**Required Signature**

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**Elected Official or  
Dept. Director:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Budget Analyst:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Department HR:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Countywide HR:** \_\_\_\_\_

**Date:** \_\_\_\_\_