



Multnomah County
Agenda Placement Request
Budget Modification
(FY 2018)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C.6 DATE 8/16/18
TAJA NELSON, ASST. BOARD CLERK

Board Clerk Use Only

Meeting Date: 8/16/18
Agenda Item #: C.6
Est. Start Time: 9:30 a.m.
Date Submitted: 7/25/18

Agenda Title: BUDGET MODIFICATION # DCHS-02-19: Reclassifying a Vacant Position in Aging, Disabilities & Veteran Services Division of DCHS

Requested Meeting Date: 8/16/18 **Time Needed:** N/A (Consent Agenda)

Department: 25 - County Human Services **Division:** _____

Contact(s): Irma Jimenez

Phone: 503-988-6947 **Ext.** 86947 **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-02-19 authorizing the reclassification of a vacant Program Supervisor position to a Program Specialist Senior in Aging, Disabilities & Veteran Services (ADVSD) program offer 25023 - Long Term Services & Support (LTSS). The reclassification was approved by the Central HR Class/Comp unit with request #4100.

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 was a management-initiated job reclassification request as the result of supervisory responsibilities being redistributed to other positions and more resources being needed for quality assurance tasks. The purpose of the position is to serve as a subject matter expert for multiple programs within LTSS and perform ongoing quality assurance, training, consultation, and technical assistance. Central HR Class/Comp felt that the new duties, responsibilities and qualifications for the position best fit the Program Specialist Senior classification as requested.

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

The fiscal impact of this reclassification on ADVSD's overall budget will be neutral. The position reclassification from Program Supervisor to Program Specialist Senior will result in a decrease in Personnel costs of \$23,938 resulting in a decrease in related Central Indirect

expenses of \$670 and Department Indirect expenses of \$2,753. The budget for Supplies expense will increase by \$5,000 and the budget for Professional Services expense for retreat trainings and facilitation for process improvements will be increased by \$22,361 to offset the change in Personnel costs and Indirect expense. Subsequent fiscal year personnel costs for the Long Term Services & Support program will be lower as a result of this reclassification.

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).

There is no change in revenue.

7. What budgets are increased/decreased?

There will be a neutral impact to the ADVSD Long Term Services & Support budget resulting from this reclassification.

Service reimbursement to the Risk Management fund will decrease by \$802 (Insurance).

Service reimbursement to the general fund Contingency will decrease by \$670 (Central Indirect).

DCHS Director's Office budget for professional services will decrease by \$2,753 (Department Indirect).

8. What do the changes accomplish?

This budget modification authorizes the reclassification of a vacant full-time Program Supervisor position to a Program Specialist Senior in order to accurately reflect the actual duties and responsibilities 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 the ADVSD Long Term Services & Support program from a Program Supervisor to a Program Specialist Senior 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

Required Signature

Elected Official or
Dept. Director: Peggy Bray

Date: 7/24/2018

Budget Analyst: Adam Brown

Date: 7/25/2018

Department HR: Chris Robasky

Date: 7/25/2018

Countywide HR: Laura Sampson

Date: 7/24/2018

Exp/Rev/FTE - Budget Modification

Budget Year: 2019

Budget Modification: DCHS-02-19

Expenditures & Revenues

An increase in revenue is shown as a negative value and a decrease as a positive value for consistency with SAP.

Line No.	Program Offer Number	Fund Code	Fund Center	Func. Area	Cost Object	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
1	25000-19	1000	26-10	0040	CHSDO.IND1000	50370 - Dept Indirect Rev	(359,455)	(356,702)	2,753	
2	25000-19	1000	26-10	0040	CHSDO.IND1000	60170 - Professional Svcs	62,498	59,745	(2,753)	
1000 Total										0
26-10 Total										0
Program Offer Number 25000-19 Total										0
3	25023-19	26090	30-55	0040	ADSDIVLTCWDXIX	60000 - Permanent	2,453,614	2,440,984	(12,630)	
4	25023-19	26090	30-55	0040	ADSDIVLTCWDXIX	60130 - Salary Related Expns	869,715	859,209	(10,506)	
5	25023-19	26090	30-55	0040	ADSDIVLTCWDXIX	60140 - Insurance Benefits	857,744	856,942	(802)	
6	25023-19	26090	30-55	0040	ADSDIVLTCWDXIX	60170 - Professional Svcs	5,000	27,361	22,361	
7	25023-19	26090	30-55	0040	ADSDIVLTCWDXIX	60240 - Supplies	18,716	23,716	5,000	
8	25023-19	26090	30-55	0040	ADSDIVLTCWDXIX	60350 - Central Indirect	118,949	118,279	(670)	
9	25023-19	26090	30-55	0040	ADSDIVLTCWDXIX	60355 - Dept Indirect	488,539	485,786	(2,753)	
26090 Total										0
30-55 Total										0
Program Offer Number 25023-19 Total										0
10	72020-19	3500	72-80	0020	705210	50316 - Svc Rmb Med/Dental	(86,578,677)	(86,577,875)	802	
11	72020-19	3500	72-80	0020	705210	60330 - Claims Paid	5,750,561	5,749,759	(802)	
3500 Total										0
72-80 Total										0
Program Offer Number 72020-19 Total										0

Exp/Rev/FTE - Budget Modification

Budget Year: 2019

Budget Modification: DCHS-02-19

Line No.	Program Offer Number	Fund Code	Fund Center	Func. Area	Cost Object	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
12	95000-19	1000	19	0020	9500001000	60470 - Contingency	12,092,271	12,091,601	(670)	
1000 Total										(670)
19 Total										(670)
					Program Offer Number 95000-19 Total					(670)
13	95001-19	1000	19	0020	9500001000	50310 - Intl Svc Reimburse	(6,403,516)	(6,402,846)	670	
1000 Total										670
19 Total										670
					Program Offer Number 95001-19 Total					670

Exp/Rev/FTE - Budget Modification

Budget Year: 2019

Budget Modification: DCHS-02-19

Annualized Personnel Changes

Change is shown on a full year basis even though this action affects only a part of the fiscal year (FY).

						Annualized				
Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
704442	6088	Program Specialist/Sr	65181	26090	ADSDIVLTCWDXIX	1.00	67,611	22,176	20,907	110,694
704442	9361	Program Supervisor	65181	26090	ADSDIVLTCWDXIX	(1.00)	(82,435)	(33,402)	(21,849)	(137,686)
Total Annualized Changes:						0.00	(\$14,824)	(\$11,226)	(\$942)	(\$26,992)

Current Year Personnel Changes

Cost/savings that will take place in this FY; these explain the actual dollar amounts being changed by this BudMod.

						Current Year				
Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
704442	6088	Program Specialist/Sr	65181	26090	ADSDIVLTCWDXIX	1.00	67,611	22,176	20,907	110,694
704442	9361	Program Supervisor	65181	26090	ADSDIVLTCWDXIX	(1.00)	(82,435)	(33,402)	(21,849)	(137,686)
Total Current FY Changes:						0.00	(\$14,824)	(\$11,226)	(\$942)	(\$26,992)