



**MULTNOMAH COUNTY  
AGENDA PLACEMENT REQUEST  
BUDGET MODIFICATION**

(Revised: 5/24/13)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # C-9 DATE 8/1/13  
MARINA BAKER, ASST BOARD CLERK

**Board Clerk Use Only**

Meeting Date: 8/1/13  
Agenda Item #: C.9  
Est. Start Time: 9:30 am  
Date Submitted: 7/24/13

**Agenda Title:** BUDGET MODIFICATION: DCHS14-03 reclassifying a full time Case Management Assistant position to a Program Technician.

*Note: if Contingency, use that form. If item other than a BudMod, please use different APR. : Title should not be more than 2 lines but sufficient to describe the action requested.*

Requested Meeting Date: Next Available Time Needed: N/A (Consent)  
Department: County Human Services Division: Aging & Disability  
Contact(s): Peggy Brey  
Phone: 503-988-3770 Ext. 83770 I/O Address: \_\_\_\_\_  
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 is requesting approval of budget modification DCHS14-03, authorizing the reclassification of a full-time Case Management Assistant position to a Program Technician in the Aging & Disability Services Division (ADSD) of the Department of County Human Services as determined by the Class/Comp unit of Central Human Resources, Reclassification Request #2253.

**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 25023A – ADS Long Term Care Program. ADSD has requested this change because over the last year, most of the job duties of this position have transitioned to data entry and report development to meet state and federal mandated regulations rather than direct hands-on client activities and case management assistance.

HR Class/Comp reviewed the job duties of this position and determined that the Program Technician classification was the best fit for this position. The position provides technical assistance in the research, design, implementation, monitoring, and evaluation of the Transition and Diversion (T&D) program database projects and support staff working in the T&D program. Duties for this position include report development and program data management, including assisting in design, implementation, monitoring and evaluation of the T&D program to meet contractual mandates; completing 90 day review to meet state reporting requirements, and sending out weekly census reports; staff support services, including coordination of transportation and moving services for clients; and client support services.

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

The Program Technician position is three pay grades higher than the Case Management Assistant position. However, there will be no financial impact to the current fiscal year budget because the Program Technician position (Step 1) is within the Case Management Assistant position's (Step 4) pay scale group. Subsequent fiscal year personnel cost increases will be determined by approved merit and COLA increases, and will be absorbed within the division's budget.

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

N/A

**5. Explain any citizen and/or other government participation that has or will take place.**

N/A

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**Budget Modification**

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If the request is a **Budget Modification**, please answer **all** of the following in detail:

- **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
- **What budgets are increased/decreased?**  
There is no financial budget impact associated with this reclassification.
- **What do the changes accomplish?**  
This budget modification implements the decision from the HR Class/Comp unit to reclassify a full-time Case Management Assistant position to a Program Technician in order to accurately reflect the functions and duties of the position involved.
- **Do any personnel actions result from this budget modification? Explain.**  
Yes. The approval of this budget modification will result in reclassifying a full-time position in Aging & Disability Services from a Case Management Assistant to a Program Technician, as determined by the Class/Comp unit of Central Human Resources.
- **If a grant, is 100% of the central and department indirect recovered? If not, please explain why.**  
N/A
- **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
- **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 (i.e. cash match, in kind match, reporting requirements etc)?**  
N/A

*NOTE: Attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.*

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**Required Signatures**

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**Elected Official or Dept Director:** Kathy Tinkle for Susan Myers /s/ **Date:** 07/17/13

**Budget Analyst:** Jennifer Unruh /s/ **Date:** 7/22/13

**Department HR:** Urmila Jhattu /s/ **Date:** 7/17/13

**Countywide HR:** Susan Mullett /s/ **Date:** \_\_\_\_\_

*Note: Please submit electronically. Insert names of your approvers followed by /s/ - we no longer use actual signatures. Please date each signature. Use "n/a" when signature not applicable.*

DCHS14-03

**EXPENDITURES & REVENUES**

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with SAP.

**Budget/Fiscal Year: 2014**

Line No.	Fund Center	Fund Code	Program #	Func. Area	Internal Order	Accounting Unit		Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Description
						Cost Center	WBS Element					
1												
2												
3												
4	No Financial Impact for FY14											
5												
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29												
											0	Total - Page 1
											0	GRAND TOTAL

**ANNUALIZED PERSONNEL CHANGE**Change on a full year basis even though this action affects only a part of the fiscal year (FY).

							ANNUALIZED			
Fund	Job #	HR Org	CC/WBS/IO	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
26090	6299	65452	ADSDIVLTCMCXIX	Case Management Assistant	713401	(1.00)	(38,057)	(12,616)	(16,816)	(67,489)
26090	6020	65452	ADSDIVLTCMCXIX	Program Technician	713401	1.00	38,057	12,616	16,816	67,489
TOTAL ANNUALIZED CHANGES						0.00	0	0	0	0

**CURRENT YEAR PERSONNEL DOLLAR CHANGE**Calculate costs/savings that will take place in this FY; these should explain the actual dollar amounts being changed by this Bud Mod.

Effective Date: 01-02-13

							CURRENT YEAR			
Fund	Job #	HR Org	CC/WBS/IO	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
26090	6299	65452	ADSDIVLTCMCXIX	Case Management Assistant	713401	(1.00)	(38,057)	(12,616)	(16,816)	(67,489)
26090	6020	65452	ADSDIVLTCMCXIX	Program Technician	713401	1.00	38,057	12,616	16,816	67,489
TOTAL CURRENT FY CHANGES						0.00	0	0	0	0

DCHS14-04

**EXPENDITURES & REVENUES**

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with SAP.

Budget/Fiscal Year: 2014

Line No.	Fund Center	Fund Code	Program #	Func. Area	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Description
					Internal Order	Cost Center	WBS Element					
1	26-10	1000	25000A	0040			CHSDO.IND1000	60000	288,050	288,237	187	Permanent
2	26-10	1000	25000A	0040			CHSDO.IND1000	60130	96,585	96,650	65	Salary Related
3	26-10	1000	25000A	0040			CHSDO.IND1000	60140	74,640	74,653	13	Insurance
4	26-10	1000	25000A	0040			CHSDO.IND1000	60170	63,791	63,526	(265)	Professional Services
5												
6	26-10	80001	25000A	0040			CHSDO.LA	50190	187,654	187,654	0	IG-OP-Fed Thru St
7	26-10	80001	25000A	0040			CHSDO.LA	60000	65,437	65,659	222	Permanent
8	26-10	80001	25000A	0040			CHSDO.LA	60130	22,100	22,177	77	Salary Related
9	26-10	80001	25000A	0040			CHSDO.LA	60140	15,035	15,051	16	Insurance
10	26-10	80001	25000A	0040			CHSDO.LA	60170	33,860	33,545	(315)	Professional Services
11												
12	26-10	26090	25000A	0040			CHSDO.TITLEXIX	50190	489,576	489,576	0	IG-OP-Fed Thru St
13	26-10	26090	25000A	0040			CHSDO.TITLEXIX	60000	235,718	236,791	1,073	Permanent
14	26-10	26090	25000A	0040			CHSDO.TITLEXIX	60130	79,692	80,066	374	Salary Related
15	26-10	26090	25000A	0040			CHSDO.TITLEXIX	60140	50,238	50,313	75	Insurance
16	26-10	26090	25000A	0040			CHSDO.TITLEXIX	60170	52,223	50,701	(1,522)	Professional Services
17												
18	72-80	3500		0020		705210		50316		(104)	(104)	Svc Rmb Insurance
19	72-80	3500		0020		705210		60330		104	104	Claims Paid
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25												
26												
27												
28												
29												
											0	Total - Page 1
											0	GRAND TOTAL

**ANNUALIZED PERSONNEL CHANGE**

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

[illegible]

**CURRENT YEAR PERSONNEL DOLLAR CHANGE**

Calculate costs/savings that will take place in this FY; these should explain the actual dollar amounts being changed by this Bud Mod.

**Effective Date: 01-05-13**

Effective Date: 01-05-13							CURRENT YEAR			
Fund	Job #	HR Org	CC/WBS/IO	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
1000	9790	66759	CHSDO.IND1000	Public Relations Coordinator	711892	(0.13)	(12,179)	(4,247)	(2,637)	(19,063)
80001	9790	66759	CHSDO.LA	Public Relations Coordinator	711892	(0.15)	(14,491)	(5,053)	(3,137)	(22,681)
26090	9790	66759	CHSDO.TITLEXIX	Public Relations Coordinator	711892	(0.72)	(69,934)	(24,386)	(15,140)	(109,460)
1000	9711	66759	CHSDO.IND1000	Executive Advisor	711892	0.13	12,366	4,312	2,650	19,328
80001	9711	66759	CHSDO.LA	Executive Advisor	711892	0.15	14,713	5,130	3,153	22,996
26090	9711	66759	CHSDO.TITLEXIX	Executive Advisor	711892	0.72	71,007	24,760	15,215	110,982
				<b>TOTAL CURRENT FY CHANGES</b>		0.00	1,482	516	104	2,102