



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-02-17: Reclassification of 4 Positions in DCHS Multnomah Idea Lab (MIL) and Developmental Disabilities (DD)

Requested Meeting Date: 8/25/16 **Time Needed:** N/A (Consent Agenda)

Department: 25 - County Human Services **Division:** DCHS Admin and DDSD

Contact(s): Mary Li (87497) and Dan Haynes (86155)

Phone: 503-988-7497 **Ext.** 87497 **I/O Address** 167/2/200

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-02-17, authorizing:

- the reclassification of two full-time Program Specialist Senior positions: 716600 (along with the incumbent) in Program Offer 25000 - DCHS Director's Office (MIL) and 718253 (vacant) in Program Offer 25006 – Food Policy SNAP Eligibility to Research & Evaluation Analyst Senior as determined by HR Class/Comp reclassification requests #3475 and #3476, respectively.
- the reclassification of two full-time vacant Case Manager 2 positions: 712263 and 717618 to Case Manager Senior in Program Offer 25013 - DD Services for Children & Young Adults as determined by HR Class/Comp reclassification request #3486.

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.

The two Program Specialist Senior positions in Program Offers DCHS Director's Office (MIL) and Food Policy SNAP Eligibility, respectively will practice human centered design, develop applied research and provide thought leadership in studying and testing new approaches in fighting poverty and racism. Duties are policy analysis and thought leadership, including functioning as a technical consultant and subject matter expert in policy analysis and development. HR

Class/Comp determined that the Research/Evaluation Analyst Senior classification was the best fit for these positions since they provide advanced professional level applied research and evaluation services.

The two Case Manager 2 positions in DDSD Services for Children and Young Adults are being submitted for reclassification due to an increase of client caseloads and the need to provide case management services to children and adults with high risk developmental disabilities. Duties include providing comprehensive case management services, developing and completing Individual Service Plans and providing technical support and training. HR Class/Comp determined that the Case Manager Senior classification was the best match for these positions since they involve piloting new programs, handling complex case management cases and care coordination.

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

The pay scale for the two Research/Evaluation Analyst Senior and the two Case Manager Senior classifications are higher than their respective current classifications and one of the Research/Evaluation Analyst Senior reclassifications is retroactive to January 14, 2016. As a result, this budget modification will result in a current year increase in Personnel costs and related Indirect expense of \$22,088. The budget for Supplies and Travel/Training in the Director's Office (MIL) and Developmental Disabilities will decrease by a total of \$13,879 and \$8,209, respectively, to offset the increased personnel related costs.

Subsequent fiscal year Personnel costs will increase with approved merit and COLA increases and will be absorbed within the divisions' budgets.

The service reimbursement to the Risk Management fund will increase by \$1,040 (insurance).

The service reimbursement to the general fund Contingency will increase by \$278 (central indirect revenue).

The Director's Office budget for Supplies will increase by \$636 (department indirect revenue).

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 additional revenue from outside sources. Total Indirect revenue generated from additional Personnel costs is \$914.

7. What budgets are increased/decreased?

The service reimbursement to the Risk Management fund will increase by \$1,040 (insurance).

The service reimbursement to the general fund Contingency will increase by \$278 (central indirect revenue).

The Director's Office budget for Supplies will increase by \$636 (department indirect revenue).

There is a neutral impact on all other budgets as a result of this reclassification.

8. What do the changes accomplish?

This budget modification implements the decisions of HR Class/Comp to reclassify two Program Specialist Senior positions in DCHS Admin (DO-MIL & Food Policy) to Research/Evaluation Analysis Senior and two Case Manager 2 positions in DD Services for Children & Young Adults to Case Manager Senior in order to reflect the actual functions and duties of the four positions involved.

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

Yes. See paragraph for item #8 above.

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

Indirect is recovered for the Case Manager Senior positions in DDSD (State Mental Health Grant SE48).

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: _____