



**MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST
BUDGET MODIFICATION**

(revised 12/31/09)

Board Clerk Use Only	
Meeting Date:	5/13/2010
Agenda Item #:	C-2
Est. Start Time:	9:30 am
Date Submitted:	4/26/2010

BUDGET MODIFICATION: DCM-21

Agenda Title:	BUDGET MODIFICATION DCM – 21 Requesting reclassification of one position in the Division of Finance/Risk Management, as determined by the Class/Comp Section of Central Human Resources
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Note: For all other submissions (i.e. Notices of Intent, Ordinances, Resolutions, Orders or Proclamations) please use the APR short form.

Requested Meeting Date:	<u>May 13, 2010</u>	Amount of Time Needed:	<u>Consent Calendar</u>
Department:	<u>County Management</u>	Division:	<u>Finance/Risk Management</u>
Contact(s):	<u>Michelle Cross</u>		
Phone:	<u>503-988-5190</u>	Ext.:	<u>85190</u>
Presenter(s):	<u>N/A (consent)</u>	I/O Address:	<u>503/4</u>

General Information

1. What action are you requesting from the Board?

The department is requesting Board approval of a budget modification authorizing the reclassification of one position in the Division of Finance/Risk Management.

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 Department of County Management requests Board approval of a reclassification for the following position that was approved by the Central Class/Comp Section:

Position Title (Old)	Position Title (New)	Position Number	FTE
HR Analyst 2	HR Analyst SR	704130	No FTE Change

Risk Management asked the Central Class/Comp Section to examine the duties of the position. After review of the duties, Class/Comp has reclassified the position identified above. Risk

Management supervision recognized that the position evolved over time, in part due to new reimbursement opportunities available through the state workers' compensation division and Multnomah County's active pursuit of these funds. This position's responsibilities evolved to areas such as: authorizing funds for purchases, working closely with supervisors, managers, department HR staff, and injured workers throughout the County for purchase opportunities, working with vendors for appropriate product trials, coordinating product trials, and maintaining all documentation required to justify reimbursement requests. The change in job duties also changed the management oversight of this position. The position is now required to act and make decisions independently as the process expert.

This position also functions as the program manager for the Temporary-Alternative-Work-Assignment (TAWA) process throughout the County. This position has full authorization to interpret statutes, authorize work start and stop dates for TAWA eligibility, and authorizes use of TAWA funds. Thorough understanding of union contracts, benefit coordination, and workers' compensation leave laws including ADAA are now required for this position. This position also has direct decision making authority for daily claims processing requirements mandated by the Third Party Administrator contractual agreement.

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

Budget modification detail is attached. There are no expenditure changes for FY 2010 related to this action. Ongoing expenses for this position will be absorbed within the Risk Management budget.

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

This position has been reviewed by the Classification/Compensation Section and has been re-classified.

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

None required.

ATTACHMENT A

Budget Modification

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 revenues change
- **What budgets are increased/decreased?**
The Workers' Compensation budget in the Risk Fund will be affected by this change.
- **What do the changes accomplish?**
The change properly aligns the position to the level of work being performed.
- **Do any personnel actions result from this budget modification? Explain.**
Yes. The Workers' Compensation Specialist is reclassified from a Human Resources Analyst 2 to a Human Resources Analyst Senior
- **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: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.

ATTACHMENT B

BUDGET MODIFICATION: DCM - 21

Required Signatures

Elected Official or
Department/
Agency Director:

Mindy Hanes

Date: 4/26/10

Budget Analyst:

Karen Lambert

Date:

Department HR:

Date: 4/26/10

Countywide HR:

Date: