



10MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(revised 08/02/10)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C-2 DATE 10-27-11
LYNDA GROW, BOARD CLERK

Board Clerk Use Only

Meeting Date: 10/27/11

Agenda Item #: C.2

Est. Start Time: 9:30 am

Date Submitted: 10/10/11

BUDGET MODIFICATION: DCHS12-12

BUDGET MODIFICATION DCHS12-12, reclassifying a current full-time Admin Analyst Sr. position to a full-time Admin Analyst position in the Department of County Human Services Mental Health & Addiction Services division, as determined by the Class/Comp unit of Central Human Resources.

Note: For all other submissions (i.e. Notices of Intent, Ordinances, Resolutions, Orders or Proclamations) please use the APR short form.

Requested Meeting Date: Next Available **Amount of Time Needed:** _____
Department: _____ **Division:** _____
Contact(s): David Hidalgo
Phone: 988-3691 **Ext.** 83076 **I/O Address:** 167/520
Presenter Name(s) & Title(s): Consent Agenda

General Information

1. What action are you requesting from the Board?

The Department of County Human Services (DCHS) recommends approval of budget modification DCHS12-12, reclassifying a full-time Admin Analyst Sr. position to an Admin Analyst position in DCHS Mental Health & Addiction Services division, as approved by the Class/Comp unit of Central Human Resources per reclassification request #1777.

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 primary purpose of this position will be to perform responsible professional, technical and analytical work in support of the Mental Health and Addiction Services Division. Areas of responsibility will include financial and personnel administration; procurement, grants and contracts; budget coordination; facilities and physical space needs coordination; management analysis, special

projects; and public information. Administrative Analysts and Administrative Analyst Seniors both perform professional, technical, and analytical work in providing administrative/technical support services to a department or division, including the areas of finance administration, personnel administration, management analysis, training, purchasing, contract management, property management, public information, data processing, office support, and other related services and functions. One of the primary differences between the two classes is that allocation to the Administrative Analyst; Senior requires responsibility for full and direct supervision over professional, technical and clerical workers. At this time, this new position will not have full supervisory responsibilities. The duties, responsibilities and qualifications of this proposed position best match the Administrative Analyst (6033) classification.

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

The budget impact for the current fiscal year will be neutral. The salary savings for the position adjustment will be budgeted as supplies.

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

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 revenue is being changed.

- **What budgets are increased/decreased?**

The budget impact to DCHS Mental Health & Addiction Services is neutral.

Program Offer #25050 Mental Health & Addiction Services Administration; Personnel expenses are decreased by \$9,899 while supplies are increased by \$9,899.

- **What do the changes accomplish?**

This budget modification will formally approve for FY12 the classification decision from Central Human Resources Class/Comp which allows for a classification that better reflects the 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 DCHS Mental Health & Addiction Services from Admin Analyst Sr. to Admin Analyst, 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: 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: DCHS12-12

Required Signatures

**Elected
Official or
Department/
Agency
Director:**

Dana C. Lloyd for Kathy Tinkle

Date: 10/6/11

Kathy Tinkle

**Budget
Analyst:**

[Signature]

Date: 10/10/2011

**Department
HR:**

Umida Shakh

Date: 10/6/2011

**Countywide
HR:**

John Kaneski

Date: 10/7/11

Budget Modification ID: **DCHS12-12****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: 2012

Line No.	Fund Center	Fund Code	Program #	Func. Area	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
					Internal Order	Cost Center	WBS Element						
1	20-80	3002	25050	520			MA SA DM XIX	60000	265,571	261,665	(3,906)		Permanent
2	20-80	3002	25050	520			MA SA DM XIX	60130	77,948	77,217	(731)		Salary Related
3	20-80	3002	25050	520			MA SA DM XIX	60140	60,247	59,934	(313)		Insurance
4	20-80	3002	25050	520			MA SA DM XIX	60240	3,479	8,429	4,950		Supplies
5													
6	20-80	80001	25050	40			MA SA DM LA	60000	135,350	131,444	(3,906)		Permanent
7	20-80	80001	25050	40			MA SA DM LA	60130	39,387	38,656	(731)		Salary Related
8	20-80	80001	25050	40			MA SA DM LA	60140	37,912	37,600	(312)		Insurance
9	20-80	80001	25050	40			MA SA DM LA	60240	6,224	11,173	4,949		Supplies
10													
11													
12	72-10	3500		20		705210		50316		625	625		Svc Reim F/S to Risk
13	72-10	3500		20		705210		60330		(625)	(625)		Claims Paid
14										0			
15										0			
16										0			
17										0			
18										0			
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25										0			
26										0			
27										0			
28										0			
29										0			
											0	0	Total - Page 1
											0	0	GRAND TOTAL

ANNUALIZED PERSONNEL CHANGEChange 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
3002	9005	65752	MA SA DM XIX	Admin Analyst Sr	714553	(0.50)	(29,265)	(8,516)	(9,112)	(46,893)
80001	9005	65752	MA SA DM LA	Admin Analyst Sr	714553	(0.50)	(29,265)	(8,516)	(9,112)	(46,893)
3002	6033	65752	MA SA DM XIX	Admin Analyst	714553	0.50	25,359	7,785	8,800	41,944
80001	6033	65752	MA SA DM LA	Admin Analyst	714553	0.50	25,359	7,785	8,799	41,943
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TOTAL ANNUALIZED CHANGES						0.00	(7,812)	(1,462)	(625)	(9,899)

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

							CURRENT YEAR			
Fund	Job #	HR Org	CC/WBS/IO	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
3002	9005	65752	MA SA DM XIX	Admin Analyst Sr	714553	(0.50)	(29,265)	(8,516)	(9,112)	(46,893)
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										0
										0
										0
										0
										0
										0
										0
TOTAL CURRENT FY CHANGES						0.00	(7,812)	(1,462)	(625)	(9,899)