



**MULTNOMAH COUNTY  
AGENDA PLACEMENT REQUEST  
BUDGET MODIFICATION**

(revised 12/31/09)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # C-3 DATE 9/2/2010  
LYNDA GROW, BOARD CLERK

**Board Clerk Use Only**

Meeting Date:	9/2/2010
Agenda Item #:	C-3
Est. Start Time:	9:30 AM

**BUDGET MODIFICATION: DCHS11 – 02**

<b>BUDGET MODIFICATION DCHS11-02, Reclassifying a vacant full-time Eligibility Specialist position to a Case Manager 1 position in the Aging and Disability Services Division, as determined by the Class/Comp unit of Central Human Resources.</b>
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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.*

<b>Requested Meeting Date:</b>	<u>Next Available</u>	<b>Amount of Time Needed:</b>	<u>N/A</u>
<b>Department:</b>	<u>County Human Services</u>	<b>Division:</b>	<u>Aging and Disability Services</u>
<b>Contact(s):</b>	<u>Kathy Tinkle</u>		
<b>Phone:</b>	<u>988-3691</u>	<b>Ext.:</b>	<u>26858</u>
<b>Presenter(s):</b>	<u>Consent Agenda</u>	<b>I/O Address:</b>	<u>167/240</u>

**General Information**

**1. What action are you requesting from the Board?**

The Department of County Human Services recommends approval of budget modification DCHS11-02, reclassifying a vacant full-time Eligibility Specialist position to a Case Manager 1 position in Aging and Disability Services Division (ADSD), as approved by the Class/Comp unit of Central Human Resources.

**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 ADSD management in Program Offer 25023 – Long Term Care.

The Case Manager 1 position is needed to better meet workload demands for growing eligibility

caseloads at the Mid-County branch office. HR Class/Comp reviewed the job duties of this position and determined that a Case Manager 1 classification was the best fit for this position. The reasons for the classification decision by HR Class/Comp relate to the provision of ongoing case management services to eligible individuals and this position will serve as an advocate for assigned clients by making referrals when necessary for other appropriate resources. This position is distinguished from Eligibility Specialist classification by having assigned clients where they provide ongoing assessment of their financial benefit and Medicaid needs. The duties and requirements best fit the Case Manager 1 classification.

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

The current fiscal year budget impact and the on-going financial impact of this reclassification are neutral since the position is currently vacant and the pay scales are the same for both job classifications.

**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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## ATTACHMENT 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?**

The budget impact is neutral.

- **What do the changes accomplish?**

Approves the classification decision from HR Class/Comp unit to reclassify a vacant full-time Eligibility Specialist position to a Case Manager 1 position that better reflects 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 vacant full-time position in ADSD from an Eligibility Specialist to a Case Manager 1, 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

<i>NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense &amp; Revenues Worksheet and/or a Budget Modification Personnel Worksheet.</i>
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## ATTACHMENT B

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**BUDGET MODIFICATION: DCHS11 – 02**

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### Required Signatures

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

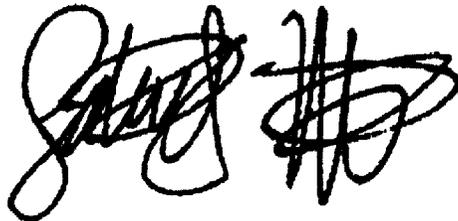


**Date:**

*for Joanne Fuller*

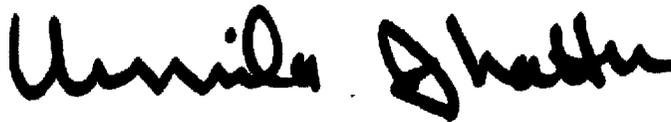
08/11/2010

**Budget  
Analyst:**

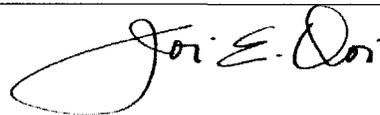


**Date: 08/12/2010**

**Department  
HR:**



**Date: 8/16/2010**



August 23,  
2010

**Countywide  
HR:**

**Date:**

### 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: 2011

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	30-55	26090	25023	0041			ADSDIVLTCMCXIX	50190	(6,199,350)	(6,277,443)	(78,093)		IG OP Fed Thru State
2	30-55	26090	25023	0040			ADSDIVLTCMCXIX	60000	3,195,401	3,233,382	37,981		Permanent (Case Manager 1)
3	30-55	26090	25023	0040			ADSDIVLTCMCXIX	60130	974,076	986,416	12,340		Fringe
4	30-55	26090	25023	0040			ADSDIVLTCMCXIX	60140	1,077,084	1,092,988	15,904		Insurance
5	30-55	26090	25023	0040			ADSDIVLTCMCXIX	60180	24,938	25,222	284		Printing
6	30-55	26090	25023	0040			ADSDIVLTCMCXIX	60230	518	524	6		Postage
7	30-55	26090	25023	0040			ADSDIVLTCMCXIX	60240	39,238	40,042	804		Supplies
8	30-55	26090	25023	0040			ADSDIVLTCMCXIX	60260	11,370	11,586	216		Travel & Training
9	30-55	26090	25023	0040			ADSDIVLTCMCXIX	60270	41,503	41,858	355		Local Travel & Mileage
10	30-55	26090	25023	0040			ADSDIVLTCMCXIX	60430	286,399	295,297	8,898		Buliding Mgt Services
11	30-55	26090	25023	0040			ADSDIVLTCMCXIX	60350	103,627	104,932	1,305		Central Indirect @ 1.70%
12													
13													
14	30-55	26090	25023	0041			ADSDIVLTCEDXIX	50190	(5,111,569)	(5,033,476)	78,093		IG OP Fed Thru State
15	30-55	26090	25023	0040			ADSDIVLTCEDXIX	60000	2,258,381	2,220,400	(37,981)		Permanent (Eligibility Specialist)
16	30-55	26090	25023	0040			ADSDIVLTCEDXIX	60130	691,786	679,446	(12,340)		Fringe
17	30-55	26090	25023	0040			ADSDIVLTCEDXIX	60140	794,513	778,609	(15,904)		Insurance
18	30-55	26090	25023	0040			ADSDIVLTCEDXIX	60180	10,260	9,976	(284)		Printing
19	30-55	26090	25023	0040			ADSDIVLTCEDXIX	60230	100	94	(6)		Postage
20	30-55	26090	25023	0040			ADSDIVLTCEDXIX	60240	18,849	18,045	(804)		Supplies
21	30-55	26090	25023	0040			ADSDIVLTCEDXIX	60260	6,750	6,534	(216)		Travel & Training
22	30-55	26090	25023	0040			ADSDIVLTCEDXIX	60270	19,353	18,998	(355)		Local Travel & Mileage
23	30-55	26090	25023	0040			ADSDIVLTCEDXIX	60430	874,943	866,045	(8,898)		Buliding Mgt Services
24	30-55	26090	25023	0040			ADSDIVLTCEDXIX	60350	85,444	84,139	(1,305)		Central Indirect @ 1.70%
25													
26													
27													
28													
29													
											0	0	Total - Page 1
											0	0	GRAND TOTAL