



# 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-11-17: Reclassification of Office Assistant 2 in DDSD to Program Technician

**Requested Meeting Date:** 4/27/17 **Time Needed:** N/A (Consent Agenda)

**Department:** 25 - County Human Services **Division:** Developmental Disabilities

**Contact(s):** Elizabeth Mchugh

**Phone:** 503-988-6119 **Ext.** 86119 **I/O Address** 167/1/610

**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-11-17 authorizing the reclassification of a full-time Office Assistant 2 position, along with the incumbent, to a Program Technician in Program Offer 25010 – DD Administration and Support as determined by HR Class/Comp reclassification request #3705.

### 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 Office Assistant 2 position in the DD Administration and Support program offer 25010 was submitted to and approved by HR Class/Comp for reclassification to a Program Technician by an employee-initiated request. This was the result of a gradual assumption of higher level duties and responsibilities since August 2016. The position has been assigned additional tasks regarding the processing and tracking of criminal checks for personal support workers, as well as technical assistance, training, and problem solving related to all steps of credentialing and payment. This position is responsible for assisting in the design and maintenance of the tracking system for all DD Plan of Care documentation; tracking, scheduling, completing, and documenting background checks for all personal support workers; reviewing applications, verifying identities, and issuing fingerprint information; acting on the results of the background checks to ensure compliance with OARs; updating the background check database and managing data systems changes for county and statewide databases and eXPRS data systems.

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

The pay scale for the Program Technician position is higher than that of an Office Assistant2 and the effective date of the reclassification is September 27, 2016. This will result in a total current fiscal year budget increase in personnel costs for the DD Administration & Support unit of \$6,676. The budget for Supplies expense will be reduced by \$7,255 to offset the increased personnel costs and related indirect expense (central & department) of \$579. Subsequent fiscal year personnel costs will increase \$8,903 per annum plus any approved merit and COLA increases and will be absorbed within the division's budget.

A Budget Amendment will be submitted for this reclassification and will become either a part of the overall county staffing amendment for FY18 or a stand-alone department staffing amendment

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

N/A

**5. Explain any citizen or other government participation.**

N/A

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**Budget Modification**

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**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 change in revenue.

**7. What budgets are increased/decreased?**

There is a neutral impact to the DD Administration & Support budget as a result of this reclassification.

The service reimbursement to the Risk Management fund will increase by \$328 (insurance).

The service reimbursement to the general fund Contingency will increase by \$176 (central indirect revenue).

The Director's Office budget for Supplies will increase by \$403 (department indirect revenue).

**8. What do the changes accomplish?**

This budget modification implements the decision from HR Class/Comp to reclassify a full-time Office Assistant 2 position, and the incumbent, to a Program Technician in order to accurately reflect the actual functions and evolving duties of the position involved.

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

Yes. The approval of this budget modification will result in reclassifying a full-time position in the DD Administration & Support unit from an Office Assistant 2 to a Program Technician as determined by the Class/Comp unit of Central Human Resources.

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

N/A

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

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**Required Signature**

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Elected Official or  
Dept. Director: \_\_\_\_\_

Date: \_\_\_\_\_

Budget Analyst: \_\_\_\_\_

Date: \_\_\_\_\_

Department HR: \_\_\_\_\_

Date: \_\_\_\_\_

Countywide HR: \_\_\_\_\_

Date: \_\_\_\_\_