



**Multnomah County**  
**Agenda Placement Request**  
**Budget Modification**  
(FY 2018)

**Board Clerk Use Only**

**Meeting Date:** \_\_\_\_\_

**Agenda Item #:** \_\_\_\_\_

**Est. Start Time:** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_

**Agenda Title:** BUDGET MODIFICATION # DCHS-22-18: Reclassify Vacant Veterans Services Officer to a Case Management Assistant in Aging Division

**Requested Meeting Date:** 2/1/18 **Time Needed:** N/A (Consent Agenda)

**Department:** 25 - County Human Services **Division:** \_\_\_\_\_

**Contact(s):** Kimberly Douthit

**Phone:** 503-988-2463 **Ext.** 82463 **I/O Address** 167/1/510

**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-22-18 authorizing the reclassification of a full-time vacant Veterans Services Officer position to a Case Management Assistant in Program Offer 25025 – ADVSD Veterans Services as determined by HR Class/Comp reclassification request #3939.

**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 vacant position in the Aging, Disability, and Veterans Services Division was requested for reclassification from Veterans Services Officer to Case Management Assistant due to the increased number of referrals to the Veterans Services program and the need for a position to help manage the intake and screening of potential clients. Responsibilities include responding to inquiries to screen prospective clients eligibility for local, state, and federal veterans benefits; scheduling follow up appointments with County Veterans Services Officers (CVSOs); assisting clients with completing forms for compensation and pension benefits; making referrals to other agencies for needs such as housing, employment, and education; updating and maintaining client files and performing data entry; completing and submitting forms to request health records and personnel files; creating and maintaining documents, spreadsheets, and databases; maintaining knowledge of programs that veterans and families may be eligible for and assisting in the development of community partnerships and outreach efforts.

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

The pay scale for a Case Management Assistant position is lower than that of a Veterans Services Officer. This will result in a total current fiscal year budget decrease in Personnel costs for the ADVSD Veterans Services program offer of \$14,979. The budget for Travel & Training expense will be increased by a like amount to offset the decreased personnel costs to keep the budget impact neutral. This reclassification will be reflected in the upcoming FY19 budget submission.

**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 ADVSD Veterans Services budget as a result of this reclassification.

The service reimbursement to the Risk Management fund budget will decrease by \$713 (insurance).

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

This budget modification implements the decision from HR Class/Comp to reclassify a vacant full-time Veterans Services Officer position to a Case Management Assistant in order to accurately reflect the actual duties and responsibilities 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 ADVSD Veterans Services program from a Veterans Services Officer to a Case Management Assistant 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:** \_\_\_\_\_