



**MULTNOMAH COUNTY  
AGENDA PLACEMENT REQUEST  
BUDGET MODIFICATION**

(Revised: 5/24/13)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # C-6 DATE 8/29/13  
MARINA BAKER, ASST BOARD CLERK

**Board Clerk Use Only**

Meeting Date: 8/29/13  
Agenda Item #: C.6  
Est. Start Time: 9:30 am  
Date Submitted: 8/20/13

**Agenda Title:** BUDGET MODIFICATION: DCHS14-12 reclassifying a vacant full time Administrative Analyst position to a Management Assistant.

*Note: if Contingency, use that form. If item other than a BudMod, please use different APR. : Title should not be more than 2 lines but sufficient to describe the action requested.*

**Requested Meeting Date:** Next Available      **Time Needed:** N/A (Consent)

**Department:** County Human Services      **Division:** Director's Office

**Contact(s):** Susan Myers

**Phone:** 503-988-4406      **Ext.** \_\_\_\_\_      **I/O Address:** \_\_\_\_\_

**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 DCHS14-12, authorizing the reclassification of a vacant full-time Administrative Analyst position to a Management Assistant in the Director's Office of the Department of County Human Services as determined by the Class/Comp unit of Central Human Resources, Reclassification Request #2291.

**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 classification request initiated by management in Program Offer 25000A – Director's Office. The Director's Office submitted the reclassification request because of needed changes in duties to provide stronger administrative support for the Director and to meet the business needs of the office. The position will assist the Director in managing highly visible and complex projects and will provide administrative support for the Director and Deputy Director.

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

The pay scale for the Management Assistant position is higher than that of an Administrative Analyst. As a result, this reclassification request will result in a current year budget increase in personnel costs of \$14,188 (\$16,499 annually). The budget for Professional Services in the Director's Office will be reduced by a like amount to offset the increased personnel costs. Subsequent fiscal year personnel cost increases will be determined by approved merit and COLA increases, and will be absorbed within the division's budget.

Service reimbursement from the Federal/State fund to the Risk Management fund will increase by \$755.

**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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**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?**  
There is a neutral impact to the DCHS budget as a result of this reclassification.  
Service reimbursement from the Federal/State fund to the Risk Management fund will increase by \$755.
- **What do the changes accomplish?**  
This budget modification implements the decision from HR Class/Comp to reclassify a vacant full-time Administrative Analyst position to a Management Assistant in order to accurately reflect the planned 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 DCHS Director's Office from an Administrative Analyst to a Management Assistant 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: Attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.**

**Required Signatures**

**Elected Official or Dept Director:** Kathy Tinkle for Susan Myers /s/ **Date:** 08/14/13

**Budget Analyst:** Ching Hay /s/ **Date:** 8/20/13

**Department HR:** Urmila Jhattu /s/ **Date:** 8/14/13

**Countywide HR:** Susan Mullett /s/ **Date:** 08/15/13

*Note: Please submit electronically. Insert names of your approvers followed by /s/ - we no longer use actual signatures. Please date each signature. Use "n/a" when signature not applicable.*

DCHS14-12

**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: 2014**

Line No.	Fund Center	Fund Code	Program #	Func. Area	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Description
					Internal Order	Cost Center	WBS Element					
1	26-10	1000	25000A	0040			CHSDO.IND1000	60000	288,237	293,839	5,602	Permanent
2	26-10	1000	25000A	0040			CHSDO.IND1000	60130	96,650	98,034	1,384	Salary Related
3	26-10	1000	25000A	0040			CHSDO.IND1000	60140	74,653	75,045	392	Insurance
4	26-10	1000	25000A	0040			CHSDO.IND1000	60170	63,526	56,148	(7,378)	Professional Services
5												
6	26-10	80001	25000A	0040			CHSDO.LA	60000	65,659	67,274	1,615	Permanent
7	26-10	80001	25000A	0040			CHSDO.LA	60130	22,177	22,576	399	Salary Related
8	26-10	80001	25000A	0040			CHSDO.LA	60140	15,051	15,165	114	Insurance
9	26-10	80001	25000A	0040			CHSDO.LA	60170	33,545	31,417	(2,128)	Professional Services
10										0		
11	26-10	26090	25000A	0040			CHSDO.TITLEXIX	60000	236,791	240,346	3,555	Permanent
12	26-10	26090	25000A	0040			CHSDO.TITLEXIX	60130	80,066	80,944	878	Salary Related
13	26-10	26090	25000A	0040			CHSDO.TITLEXIX	60140	50,313	50,562	249	Insurance
14	26-10	26090	25000A	0040			CHSDO.TITLEXIX	60170	50,701	46,019	(4,682)	Professional Services
15												
16	72-80	3500		0020		705210		50316		(755)	(755)	Svc Rmb Insurance
17	72-80	3500		0020		705210		60330		755	755	Claims Paid
18												
19												
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