



# 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-26-15: Reclassify a Case Manager 2 and Incumbent to a Case Manager Senior in Aging & Disability Services

**Requested Meeting Date:** \_\_\_\_\_ **Time Needed:** N/A (Consent Agenda)

**Department:** 25 - County Human Services **Division:** Aging & Disability Services

**Contact(s):** Dana Lloyd

**Phone:** 503-988-4073 **Ext.** 84073 **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-26-15, authorizing the reclassification of a Case Manager 2 position, along with the incumbent, to a Case Manager Senior in the ADS Community Services unit as determined by the Class/Comp unit of Central Human Resources, reclassification request #2605.

### 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 management in Program Offer 25020A – Access & Early Intervention Services.

This position has taken on new and additional duties since a Program Specialist Senior position was eliminated in FY 2011 and now will make the final decisions on use of funds and service delivery for the three ADS Safety Net Programs: Emergency Housing Assistance, Emergency Prescription Assistance, and Special Medical Needs. The purpose of this position is to determine eligibility for each program by conducting personal interviews, providing case management, coordinating case planning and triaging client needs, reviewing medical and financial documentation, and developing and documenting plan stability.

The Human Resources Class/Comp unit reviewed this position and concluded that the actual duties and responsibilities warranted a Case Manager Senior classification.

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

The pay scale for a Case Manager Senior is higher than that of a Case Manager 2. The impact on the current FY15 fiscal year budget is an increase in personnel costs of \$1,555. The budget for Direct Client Assistance in the ADS Access & Early Intervention Services program offer will be decreased 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 \$76.

**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).**

No revenue is being changed with this budget modification.

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

There is a neutral impact to the Department of County Human Services' budget as a result of this reclassification.

Service reimbursement from the Federal/State fund to the Risk Management fund will increase by \$76.

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

This budget modification implements the decision from HR Class/Comp to reclassify a Case Manager 2 position to a Case Manager Senior in order to accurately reflect the actual functions and 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 position in the ADS Community Services unit from a Case Manager 2 to a Case Manager Senior as determined by the Class/Comp unit of Central Human Resources with an effective date of 02-19-14.

**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:	_____