



# MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(Revised: 5/24/13)

## Board Clerk Use Only

Meeting Date: 3/27/14  
Agenda Item #: C.5  
Est. Start Time: 9:30 am  
Date Submitted: 3/18/14

**Agenda Title:** **BUDGET MODIFICATION # DCJ-17 Reclassifies a Vacant 1.00 FTE Finance Specialist 2 to a Finance Specialist 1 in the Director's Office.**

*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:** March 27, 2014 **Time Needed:** N/A  
**Department:** Dept. of Community Justice **Division:** Director's Office  
**Contact(s):** Joyce Resare  
**Phone:** 503.988.3961 **Ext.** 83961 **I/O Address:** 503 / 250  
**Presenter Name(s) & Title(s):** Consent Calendar

## General Information

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

The Department of Community Justice (DCJ) requests approval of a budget modification to reclass a vacant 1.00 FTE Finance Specialist 2, which has been reviewed 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.

Reclassification of a vacant 1.00 FTE Finance Specialist 2 (6030) to a Finance Specialist 1 (6029) was approved for recommendation to the Board of County Commissioners by the Class/Comp Unit of Central Human Resources on March 14, 2014, with an effective date of also March 14, 2014.

This position has been vacant since November 2013. As part of the DCJ succession plan, it was determined that some of the higher functions assigned to this position should be removed and reassigned to existing leads. Examples of removed functions include: analyzing and reconciling complex financial data, preparing complicated comprehensive financial reports, and reviewing and coordinating the work of other finance staff involved in

delinquent accounts. Due to the revision of the essential duties, a classification review was requested to determine the most appropriate classification for this position.

Examples of the primary functions of the updated position are: processing Medicaid and Behavioral Rehabilitative Services billing, producing various reports, and maintaining spreadsheets and databases for budgetary and revenue tracking. The billing duties include processing claims, researching denials and explanation of benefits from insurance providers, monitoring and posting payments, and coordinating payment receipts with the Health Department and Department of County Human Services. This position serves as a liaison between the Juvenile Justice Administration and various insurance entities.

Qualifications include the equivalent to an Associate's Degree in accounting or finance, and two (2) years of progressively responsible technical accounting support experience.

An analysis of the Finance Technician, Finance Specialist 1 and Finance Specialist 2 was performed before making an allocation decision. The duties, responsibilities and qualifications support this position to be allocated to Finance Specialist 1 (6029).

In the FY 2014 Adopted Budget this position is part of program offer 50001 – DCJ Business Services.

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

There is no fiscal impact for FY 2014 as the pay scale for these two classifications overlap. In subsequent fiscal years, the reclassified position will be subject to approved cost of living adjustments (COLA) and step increases. The current top step of the new classification is 14% lower than the current classification's top step, for a difference of \$8,352 annually.

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

This classification decision is subject to all applicable requirements stated in MC Personnel Rule 5-50 including the provision that Central HR may re-evaluate the classification decision up to one year from the date of issue to ensure duties and work are being carried out as originally described.

It is the policy of Multnomah County to make all employment decisions without regard to race, religion, color, national origin, sex, age, marital status, disability, political affiliations, sexual orientation, or any other nonmerit factor.

**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).**

N/A

- **What budgets are increased/decreased?**

N/A

- **What do the changes accomplish?**

Approval of a classification decision from the Class/Comp Unit of Central Human Resources.

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

No, this position is currently vacant.

- **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:** Joyce Resare for Scott Taylor /s/ **Date:** 3/17/2014

**Budget Analyst:** Allen Vogt /s/ **Date:** 3/17/2014

**Department HR:** James Opoka /s/ **Date:** 3/17/2014

**Countywide HR:** Olga Ward /s/ **Date:** 3/18/2014

*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."*