



# MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(Revised: 8/18/11)

## Board Clerk Use Only

Meeting Date: 5/24/12  
Agenda Item #: C.1  
Est. Start Time: 9:30 am  
Date Submitted: 5/15/12

**Agenda Title:** **BUDGET MODIFICATION #DCHS12-26 reclassifying a full-time vacant Office Assistant 2 position to a Case Management Assistant in the Aging & Disability Services division of the Department of County Human Services as determined by the Class/Comp unit of Central Human Resources.**

*Note: For all other submissions (i.e. Notices of Intent, Ordinances, Resolutions, Orders or Proclamations) please use the APR short form.*

**Requested Meeting Date:** Next Available **Time Needed:** N/A (Consent)  
**Department:** County Human Services **Division:** Aging & Disability  
**Contact(s):** Peggy Brey  
**Phone:** 503-988-3770 **Ext.** 83770 **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 is requesting approval of budget modification DCHS12-26, authorizing the reclassification a full-time vacant Office Assistant 2 position to a Case Management Assistant in the Aging & Disability Services division of the Department of County Human Services as determined 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.

This budget modification reflects an HR Class/Comp decision on a reclassification request initiated by management in Program Offer 25023 – ADS Long Term Care.

HR Class/Comp reviewed the job duties of this position and determined that the Case Management Assistant classification was the best fit for this position. The reason for the

classification decision was as follows: "This position differs from the work of the Office Assistant classification series in that the latter's work assignments are predominately administrative support in nature. This position is also distinguished from the Eligibility Specialist classification in that the latter is focused on the administrative screening process for healthcare and insurance eligibility. In addition, this position differs from the work of Case Manager 1 by the lower level of professional judgment, knowledge, discretion, and interpretation required to serve the needs of clients. Instead, this position will perform more limited, technical clerical and administrative program duties in support of the Case Manager Senior group"

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

The pay scales for the budgeted Office Assistant 2 classification (step 4) and the vacant Case Management Assistant (step 1) are the same. As a result, there is no current year fiscal impact or near-term on-going financial impact related to this reclassification.

A department amendment has been submitted to reflect this reclassification in the FY13 budget.

**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 no financial budget impact associated with this reclass.

- **What do the changes accomplish?**

This budget modification implements the decision from the HR Class/Comp unit to reclassify an Office Assistant 2 vacant position to Case Management Assistant in order to accurately reflect the 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 position in Aging & Disability Services from an Office Assistant 2 to a Case 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: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.*

#### **Required Signature**

**Elected Official  
or Dept Director:**



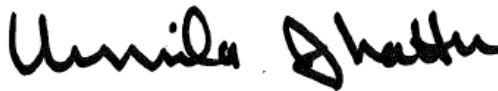
**Date:** 05/15/12

**Budget Analyst:**

Jennifer Unruh /s/

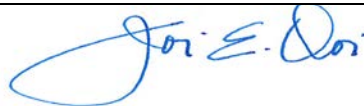
**Date:** 5/10/12

**Department HR:**



**Date:** 5/15/2012

**Countywide HR:**



**Date:** 05/15/12