



**MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST
BUDGET MODIFICATION**

(Revised: 5/24/13)

Board Clerk Use Only

Meeting Date: 8/1/13
Agenda Item #: C.9
Est. Start Time: 9:30 am
Date Submitted: 7/24/13

Agenda Title: **BUDGET MODIFICATION: DCHS14-03 reclassifying a full time Case Management Assistant position to a Program Technician.**

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:** Aging & Disability

Contact(s): Peggy Brey

Phone: 503-988-3770 **Ext.** 83770 **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 is requesting approval of budget modification DCHS14-03, authorizing the reclassification of a full-time Case Management Assistant position to a Program Technician in the Aging & Disability Services Division (ADSD) of the Department of County Human Services as determined by the Class/Comp unit of Central Human Resources, Reclassification Request #2253.

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 25023A – ADS Long Term Care Program. ADSD has requested this change because over the last year, most of the job duties of this position have transitioned to data entry and report development to meet state and federal mandated regulations rather than direct hands-on client activities and case management assistance.

HR Class/Comp reviewed the job duties of this position and determined that the Program Technician classification was the best fit for this position. The position provides technical assistance in the research, design, implementation, monitoring, and evaluation of the Transition and Diversion (T&D) program database projects and support staff working in the T&D program. Duties for this position include report development and program data management, including assisting in design, implementation, monitoring and evaluation of the T&D program to meet contractual mandates; completing 90 day review to meet state reporting requirements, and sending out weekly census reports; staff support services, including coordination of transportation and moving services for clients; and client support services.

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

The Program Technician position is three pay grades higher than the Case Management Assistant position. However, there will be no financial impact to the current fiscal year budget because the Program Technician position (Step 1) is within the Case Management Assistant position's (Step 4) pay scale group. Subsequent fiscal year personnel cost increases will be determined by approved merit and COLA increases, and will be absorbed within the division's 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

Budget Modification

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 reclassification.

- **What do the changes accomplish?**

This budget modification implements the decision from the HR Class/Comp unit to reclassify a full-time Case Management Assistant position to a Program Technician 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 full-time position in Aging & Disability Services from a Case Management Assistant to a Program Technician, 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:** 07/17/13

Budget Analyst: Jennifer Unruh /s/ **Date:** 7/22/13

Department HR: Urmila Jhattu /s/ **Date:** 7/17/13

Countywide HR: Susan Mullett /s/ **Date:** _____

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."