



# 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-10-16: Reclassify Program Supervisor and Incumbent to a Program Mgr 1-ADVS Division of DCHS**

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

**Department:** 25 - County Human Services **Division:** Aging, Disability & Veteran's Services

**Contact(s):** Lee Girard

**Phone:** 503-988-3768 **Ext.** 83768 **I/O Address** 167/1/510

**Presenter Name(s) & Title(s):** \_\_\_\_\_

## General Information

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

The Department of County Human Services (DCHS) is requesting approval of budget modification DCHS10-16, authorizing the reclassification of a full-time Program Supervisor position, along with the incumbent, to a Program Manager 1 in Aging, Disability & Veteran's Services division (ADVSD) as determined by the Class/Comp unit of Central Human Resources, reclassification request #3113.

### 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-16 --- ADVSD Access & Early Intervention Services. ADVSD submitted the request because over time the work unit's program portfolio has grown and diversified causing this position's role to gradually increase in duties and responsibilities since July 2014. This position is now responsible for multiple programs that are collaborative and complex in nature. The incumbent manages and supervises the provision of resource development, coordination, and oversight of the following programs: Veterans Directed Home and Community Based Services, Safety Net, Multnomah Project Independence, Oregon Project Independence Expansion, Family Caregiver Support Program, Care Transitions, Foster Grandparent Program, Oregon Money Management Program, and Evidence Based Health Promotion programs.

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

The pay scale for the Program Manager 1 position is higher than that of a Program Supervisor and the effective date of the reclassification is March 2, 2015. This will result in a total current fiscal year budget increase in personnel costs of \$6,250. The budget for Supplies, Travel/Training and Professional Services in the ADVSD Community Services work unit will be reduced by \$2,461, \$3,037 and \$752, respectively to offset the increased personnel costs. Subsequent fiscal year personnel costs will increase \$4,732 per annum plus any 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 \$311.

**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.

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

There is a neutral impact to the Aging, Disability & Veteran's Services budget as a result of this reclassification.

Service reimbursement from the Federal/State fund to the Risk Management fund will increase by \$311.

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

This budget modification implements the decision from HR Class/Comp to reclassify a full-time Program Supervisor position and the incumbent to a Program Manager 1 in order to accurately reflect the actual functions and evolving 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 full-time position in Aging & Disability Services from a Program Supervisor to a Program Manager 1 as determined by the Class/Comp unit of Central Human Resources.

**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:** \_\_\_\_\_