



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-07-17: Reclassify two Office Assistant 2 positions to Office Assistant Senior in DCHS

Requested Meeting Date: 2/9/17

Time Needed: N/A (Consent Agenda)

Department: 25 - County Human Services

Division: SUN Service System (SUNSS)

Contact(s): Peggy Smmolinski

Phone: 503-988-7453 Ext. 87453 I/O Address 167/2/200

Presenter Name(s) & Title(s): N/A Consent

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-07-17 authorizing the reclassification of two Office Assistant 2 positions to Office Assistant Senior as determined by HR Class/Comp reclassification requests #3639 and #3647.

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.

These position were submitted for reclassification by management.

Position #701474 provides clerical support to a variety of staff, including the SUNSS Division Manager and program supervisors.

Position #717471 is the primary client program support for the Bienestar de la Familia. Duties include client services, scheduling appointments for program providers, providing in-person interpretation and transition, acting as the primary point of contact for clients and visitors.

HR Class/Comp determined that the duties, responsibilities, and qualifications support these positions to be allocated to the Office Assistant Senior (6002) classification.

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

Program Offer #25143 - SUN Service System Administration - The impact of this reclassification is budget neutral as the current step of the Office Assistant 2 and Office Assistant Senior have a common salary value.

Program Offer #25156 - Bienestar Social Services - The impact of this reclassification is budget neutral as the increased salary costs of \$6,101 will be offset by a reduction in the supply budget.

Subsequent fiscal year personnel costs will increase with approved merit and COLA increases and will be absorbed within the Division's budget.

The service reimbursement to the Risk Management fund will increase by \$299 (insurance).

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

N/A

5. Explain any citizen or other government participation.

N/A

Budget Modification

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?

The DCHS budget remains neutral.

The service reimbursement to the Risk Management fund will increase by \$299 (insurance).

8. What do the changes accomplish?

This budget modification implements the decision of HR Class/Comp to reclassify two Office Assistant 2 positions to Office Assistant Senior within DCHS in order to reflect the actual functions and duties of the positions.

9. Do any personnel actions result from this budget modification?

Yes, DCHS positions #701474 and #717471 are reclassified from Office Assistant 2 to Office Assistant Senior.

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

Required Signature

**Elected Official or
Dept. Director:** _____

Date: _____

Budget Analyst: _____

Date: _____

Department HR: _____

Date: _____

Countywide HR: _____

Date: _____