



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-24-15: New 1.00 FTE Data Technician in Community Services in Energy/Weatherization Offers

Requested Meeting Date: _____ Time Needed: 5 Minutes

Department: 25 - County Human Services Division: Community Services

Contact(s): Mary Li

Phone: 503-988-7497 Ext. 87497 I/O Address 167/2/200

Presenter Name(s) & Title(s): _____

General Information

1. What action are you requesting from the Board?

The Department of County Human Services requests approval of Budget Modification DCHS-24-15 which adds a full-time Data Technician position per class comp request #2623 to meet new state data entry reporting requirements.

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.

Program offers #25119 - Energy Services & #25121 - Weatherization - The position will be a part of the Energy program services area with the primary responsibility being to meet new State data entry and reporting requirements into the OPUS state database. The position will be responsible for providing data collection and entry into the county weatherization database and the state database system; investigating and resolving data and reporting inconsistencies; assisting in the development and implementation of work flow, data entry, data reporting, and collection procedures; providing review and quality assurance of data between the state and county data systems and program client/project files; manipulating data to produce reports and spreadsheets for internal and external use; assisting in the design of input and output documents such as client program forms and reports; and providing basic training and technical assistance to system users.

The duties, responsibilities and qualifications support this position to be allocated to a Data

Technician (6074).

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

The Department of County Human Services FY15 budget will remain budget neutral as the cost of the new position (\$54,195) will be offset by a reduction in unobligated contracted services in State, City and Federal funding. Subsequent fiscal year personnel merit and COLA increases and will be absorbed within the division's budget.

Service reimbursement to the Risk Management fund will increase by \$12,747.

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).

There is no change in revenue.

7. What budgets are increased/decreased?

Program Offer #25119 – Energy Services - will increase by \$8,129 in personnel expenses. The program will increase by .15 FTE.

Program Offer #25121 - Weatherization - will decrease by \$8,129. Personnel expenses will increase by \$46,066 and will be offset by a decrease in the contracted services budget of \$54,195. The balance of \$8,129 reduction in contracted services is being moved to program offer #25119 – Energy Services. The program will increase by .85 FTE.

Service reimbursement to the Risk Management fund will increase by \$12,747.

8. What do the changes accomplish?

The addition of the 1.00 FTE Data Technician enable the program to meet new State data entry and reporting requirements into the OPUS database. The decrease in contracted services to cover the cost of the new position will not change the measurable outcomes of services provided to our clients.

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

Yes. The approval of this budget modification will result in the addition of a full-time Data Technician position in the Community Services Division of DCHS 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

Required Signature

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

Date: _____

Budget Analyst: _____

Date: _____

Department HR: _____

Date: _____

Countywide HR: _____

Date: _____