



# MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(Revised: 8/18/11)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # C.5 DATE 3/21/13  
LYNDA GROW, BOARD CLERK

## Board Clerk Use Only

Meeting Date: 3/21/13  
Agenda Item #: C.5  
Est. Start Time: 9:30 am  
Date Submitted: 3/12/13

**Agenda Title:** BUDGET MODIFICATION: DCHS13-18 reclassifying a vacant full time Program Specialist and a vacant full time Data Tech to full time Finance Specialist 1 positions in the Department of County Human Services.

*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:** Mental Health and Addiction Services

**Contact(s):** Ed Jones

**Phone:** 503-988-3691 **Ext.** 29373 **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 (DCHS) is requesting approval of budget modification DCHS13-18, authorizing the reclassification of a vacant full time Program Specialist position and a vacant full time Data Tech to Finance Specialist 1 positions in the Mental Health and Addiction Services Division (MHAD), as determined by the Class/Comp unit of Central Human Resources, Reclassification Requests #2123 and #2124.

### 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 HR Class/Comp decisions on classification requests initiated by management in Program Offers, 25054 – MHASD Business and Finance and 25061 - Adult Mental Health Initiative: Residential. These two existing vacant positions were submitted by the Business Services Division in DCHS. The first position is currently classified as a Data Technician but the new focus is to process payments and perform contract and expense reporting. This position will be responsible for invoice and data

reconciliation and processing, contract management and administration, medical billing, tracking spending of contracted funds and providing technical assistance.

The second position is currently classified as a Program Specialist, but the new focus is to process payments and less on contracting and budgeting. This position will be responsible for invoice and data reconciliation and processing, contract management and administration, tracking spending of contracted funds and providing technical assistance.

The Finance Specialist 1 (6029) classification is responsible for performing routine accounting and fiscal management functions that require more formal training or knowledge of the Generally Accepted Accounting Principles (GAAP). Duties performed are at the paraprofessional accounting level that requires more regular and ongoing analysis and interpretation and some independent action to complete assignments. Minimum qualifications for the Finance Specialist 1 are equivalent to an Associate's degree in accounting or finance and two (2) years of increasingly responsible accounting support experience.

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

The budgeted Program Specialist position has a higher pay scale while the Data tech has a lower pay scale than the new Finance Specialist 1 positions. The effective date of the reclassification is February 28, 2013. The current fiscal year personnel cost for the positions will decrease by \$2,566. This decrease will be offset with an increase in the MHASD budget for Supplies. Subsequent fiscal year personnel costs will be lower by an estimated \$7,772, excluding any approved merit and COLA increases.

A department amendment will be submitted to reflect this reclassification in the FY14 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 with this budget modification.

- **What budgets are increased/decreased?**

There will be no net financial budget impact associated with this classification change

- **What do the changes accomplish?**

This budget modification implements the decision from the HR Class/Comp unit to reclassify a full time Data Tech position and a full time Program Specialist to Finance Specialist 1 positions 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 the classification of two positions in Mental Health and Addiction Services from a Data Tech and Program Specialist to Finance Specialist 1 positions, 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:

*Eathy Linker for Susan Myers*

Date: 03/04/13

Budget Analyst:

Jennifer Unruh Isl

Date: 3/12/13

Department HR:

*Umiida Shattu*

Date: 3/4/13

*Susan Mullett*

3/11/13

Countywide HR:

Date:

Budget Modification ID:

**EXPENDITURES & REVENUES**

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with SAP.

Line No.	Fund Center	Fund Code	Program #	Func. Area	Internal Order	Accounting Unit		Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
						Cost Center	WBS Element					
1	20-80	3002	25054	0040			MA SA BA 1 XIX	60000	255,965	253,973	(1,992)	
2	20-80	3002	25054	0040			MA SA BA 1 XIX	60130	76,352	75,772	(580)	
3	20-80	3002	25054	0040			MA SA BA 1 XIX	60140	87,699	87,540	(159)	
4	20-80	3002	25054	0040			MA SA BA 1 XIX	60240	3,976	6,707	2,731	
5												
6	20-80	1000	25054	0040			MA SA BA CGF	60000	147,058	147,592	534	
7	20-80	1000	25054	0040			MA SA BA CGF	60130	43,565	43,721	156	
8	20-80	1000	25054	0040			MA SA BA CGF	60140	55,636	55,679	43	
9	20-80	1000	25054	0040			MA SA BA CGF	60240	34,207	33,474	(733)	
10												
11	20-80	3002	25061	0040			MA SC AMHI XIX	60000	363,300	362,880	(420)	
12	20-80	3002	25061	0040			MA SC AMHI XIX	60130	105,940	105,824	(116)	
13	20-80	3002	25061	0040			MA SC AMHI XIX	60140	124,590	124,558	(32)	
14	20-80	3002	25061	0040			MA SC AMHI XIX	60410	0	568	568	
15												
16				0020		705210		50316		148	148	
17				0020		705210		60330		(148)	(148)	
18												
19												
20										0		
21										0		
22										0		
23										0		
24										0		
25										0		
26										0		
27										0		
28										0		
29										0		
											0	0
											0	0

**DCHS13-18**

**Budget/Fiscal Year: 2013**

Description
Permanent
Salary Related
Insurance
Supplies
Permanent
Salary Related
Insurance
Supplies
Permanent
Salary Related
Insurance
Supplies
Svc Reimb Risk Fund
Claims Paid
Total - Page 1
GRAND TOTAL

## ANNUALIZED PERSONNEL CHANGE

Change on a full year basis even though this action affects only a part of the fiscal year (FY).

[illegible]

CURRENT YEAR PERSONNEL DOLLAR CHANGE

Calculate costs/savings that will take place in this FY; these should explain the actual dollar amounts being changed by this Bud Mod.

**Effective Date: 2/28/13**

[illegible]