



# 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 # DCJ-03-16: Reclasses a 1.00 FTE Case Manager 2 to a Mental Health Consultant in the Juvenile Services Division**

Requested Meeting Date: \_\_\_\_\_ Time Needed: N/A

Department: 50 - Community Justice Division: Juvenile Services Division

Contact(s): Joyce Resare, Finance Manager

Phone: 503.988.3961 Ext. 83961 I/O Address 503 / 250

Presenter Name(s) & Title(s): Consent Calendar

## General Information

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

The Department of Community Justice (DCJ) requests approval of a budget modification to reclassify a 1.00 FTE Case Manager 2, which has been reviewed by the Class/Comp Unit of Central Human Resources.

### 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.

Reclassification of a 1.00 FTE Case Manager 2 (6297) to a Mental Health Consultant (6365) was approved for recommendation to the Board of County Commissioners by the Class/Comp Unit of Central Human Resources on August 21, 2015, with an effective date retro-active to February 20, 2015.

The duties of Utilization Review and Authorization of Mental Health Services were added to this position at the direction of CCO Health Share Oregon. The added responsibilities require knowledge and skills in Mental Health Levels of Care, Managed Care, Medical Necessity, and Authorization Policies and Procedures. The current duties the employee is performing now exceed the Case Manager 2 (6297) classification. The employee is functioning as the Wraparound Care Coordinator or Intensive Care Coordinator providing care coordination through intake, consultation, assessment, and intervention on behalf of children, adolescents, adults, and families who exhibit severe emotional disturbances, substance abuse and/or criminal behavior; facilitating community-

based, culturally-specific, client-centered coordinated care with system of care partners such as education, child welfare, corrections, health care, family, and community. This position consults with treatment providers and conducts Utilization Review of mental health services within Child and Family teams or with family input to ensure that medically appropriate treatment is authorized.

An analysis of the Mental Health Consultant, Clinical Services Specialist, and Case Manager classifications was performed before making an allocation decision. The duties, responsibilities and qualifications support that this position is allocated to Mental Health Consultant (6365).

In the FY 2016 Adopted Budget this position is part of program offer 50066 - Juvenile Community Interface Services.

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

For current FY 2016 this reclassification increases DCJ's personnel budget by \$7,611. The increase is offset by decreasing the temporary pay budget in the same program by \$(7,611), respectively.

In subsequent fiscal years, the reclassified position will be subject to approved cost of living adjustments (COLA) and step increases. The current top step of the new classification is 23% higher than the current classification's top step, however it is anticipated that in subsequent fiscal years the financial impact of the new classification will be funded within the department's budget.

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

This classification decision is subject to all applicable requirements stated in MC Personnel Rule 5-50 including the provision that Central HR may re-evaluate the classification decision up to one year from the date of issue to ensure duties and work are being carried out as originally described.

It is the policy of Multnomah County to make all employment decisions without regard to race, religion, color, national origin, sex, age, marital status, disability, political affiliations, sexual orientation, or any other nonmerit factor.

**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).**

N/A

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

Service reimbursement from the general fund to the risk management fund is increased by \$235 (insurance benefits).

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

Approval of a classification decision from the Class/Comp Unit of Central Human Resources.

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

Yes, the current incumbent will be reclassified with this position retro-active to February 20, 2015.

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