

HR Class/Comp reviewed the job duties of this position and determined that the Veterans Services Officer classification was the best fit for this position. The reason for the classification decision was as follows: *“Veterans Services Officer differs from the Case Manager series classifications in that the latter perform a full and more general range of services for a variety of clients including elderly and disabled persons, and the VSO classification requires additional accreditation. VSOs work exclusively with veterans and their family members assisting veterans in obtaining state and federal benefits to which they are entitled and advocating on behalf of veterans. VSOs research, analyze, interpret and apply appropriate statutes and case law to the facts of individual veteran’s claims.”*

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

The VSO position is 6 pay scale groups higher than the CIS position, or approximately \$7,642 additional annual salary cost. However there is no anticipated financial impact to the current fiscal year (FY2013), due to the fact that the FY2013 budgeted CIS position is within the VSO position’s pay scale group. Subsequent year personnel cost increases will be determined by the approved merit and COLA increases, and will be absorbed within the division’s 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

Budget Modification

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.

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

There is no financial budget impact associated with this reclassification.

- **What do the changes accomplish?**

This budget modification implements the decision from the HR Class/Comp unit to reclassify a half-time vacant Community Information Specialist position to a Veterans Services Officer 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 reclassifying a half-time position in Aging & Disability Services from a Community Information Specialist to a Veterans Services Officer, 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)?**

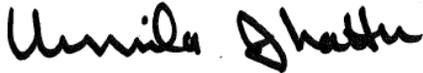
N/A

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:  **Date:** 08/13/12

Budget Analyst: Jennifer Unruh \s\ **Date:** 8/16/12

Department HR:  **Date:** 8/14/2012

Countywide HR:  **Date:** August 14, 2012