



# MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(revised 12/31/09)

## Board Clerk Use Only

**Meeting Date:** 9/2/2010

**Agenda Item #:** C-3

**Est. Start Time:** 9:30 AM

## BUDGET MODIFICATION: DCHS11 – 02

**Agenda Title:** **BUDGET MODIFICATION DCHS11-02, Reclassifying a vacant full-time Eligibility Specialist position to a Case Manager 1 position in the Aging and Disability Services Division, as determined by the Class/Comp unit of Central Human Resources.**

*Note: For all other submissions (i.e. Notices of Intent, Ordinances, Resolutions, Orders or Proclamations) please use the APR short form.*

|                                |                       |                               |                               |
|--------------------------------|-----------------------|-------------------------------|-------------------------------|
| <b>Requested Meeting Date:</b> | Next Available        | <b>Amount of Time Needed:</b> | N/A                           |
| <b>Department:</b>             | County Human Services | <b>Division:</b>              | Aging and Disability Services |
| <b>Contact(s):</b>             | Kathy Tinkle          |                               |                               |
| <b>Phone:</b>                  | 988-3691              | <b>Ext.:</b>                  | 26858                         |
| <b>I/O Address:</b>            | 167/240               |                               |                               |
| <b>Presenter(s):</b>           | Consent Agenda        |                               |                               |

## General Information

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

The Department of County Human Services recommends approval of budget modification DCHS11-02, reclassifying a vacant full-time Eligibility Specialist position to a Case Manager 1 position in Aging and Disability Services Division (ADSD), as approved 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.

This budget modification reflects an HR Class/Comp decision on a reclassification request initiated by ADSD management in Program Offer 25023 – Long Term Care.

The Case Manager 1 position is needed to better meet workload demands for growing eligibility

caseloads at the Mid-County branch office. HR Class/Comp reviewed the job duties of this position and determined that a Case Manager 1 classification was the best fit for this position. The reasons for the classification decision by HR Class/Comp relate to the provision of ongoing case management services to eligible individuals and this position will serve as an advocate for assigned clients by making referrals when necessary for other appropriate resources. This position is distinguished from Eligibility Specialist classification by having assigned clients where they provide ongoing assessment of their financial benefit and Medicaid needs. The duties and requirements best fit the Case Manager 1 classification.

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

The current fiscal year budget impact and the on-going financial impact of this reclassification are neutral since the position is currently vacant and the pay scales are the same for both job classifications.

**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

## ATTACHMENT 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?**  
The budget impact is neutral.
- **What do the changes accomplish?**  
Approves the classification decision from HR Class/Comp unit to reclassify a vacant full-time Eligibility Specialist position to a Case Manager 1 position that better reflects 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 vacant full-time position in ADSD from an Eligibility Specialist to a Case Manager 1, 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.*

## ATTACHMENT B

BUDGET MODIFICATION: DCHS11 – 02

### Required Signatures

Elected  
Official or  
Department/  
Agency  
Director:

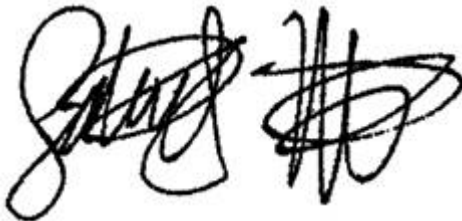


Date:

*for Joanne Fuller*

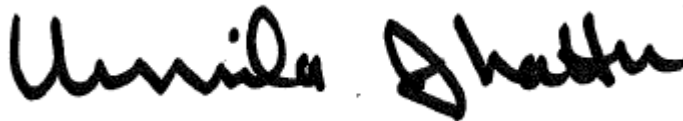
08/11/2010

Budget  
Analyst:

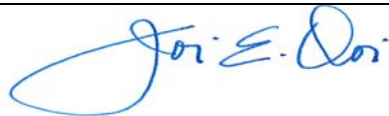


Date: 08/12/2010

Department  
HR:



Date: 8/16/2010



August 23,  
2010

Countywide  
HR:

Date: