



Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C.1 DATE 11-13-14
LYNDA GROW, BOARD CLERK

Board Clerk Use Only

Meeting Date: 111314
Agenda Item #: C.1
Est. Start Time: 9:30 am
Date Submitted: 10/22/14

Agenda Title: BUDGET MODIFICATION # DCHS-27-15: Reclassify Vacant Data Analyst Position to a Data Analyst Senior in Aging & Disability Services

Requested Meeting Date: 11/13/14 **Time Needed:** N/A (Consent Agenda)

Department: 25 - County Human Services **Division:** Aging & Disability Services

Contact(s): Dana Lloyd

Phone: (503) 988-4073 **Ext.** x84073 **I/O Address** 167/1/510

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 BudMod-DCHS-27-15, authorizing the reclassification of a vacant full-time Data Analyst position to a Data Analyst Senior in Aging & Disability Services (ADS) as determined by the Class/Comp unit of Central Human Resources, Reclassification Request #2625.

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 management in Program Offer 25027 – ADS Administration. This position will serve as liaison between program management and external organizations regarding data issues, including acquisition, development of reports, and data analysis processes. Duties include conducting assessments, communicating database needs, reviewing agreements, maintaining data servers, data development, interpreting reporting needs, establishing performance & collection measures, provide training and coaching to staff, and developing written documentation of internal operating procedures and end user manuals.

The Human Resources Class/Comp unit reviewed the responsibilities of this position and concluded that the duties and qualifications best fit the Data Analyst Senior classification.

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

The pay scale for a Data Analyst Senior is higher than that of a Data Analyst. The impact on the current FY15 fiscal year budget is an increase in personnel costs of \$10,789. The budget for Supplies and Travel & Training in the ADS Administration program offer will be decreased by a like amount to offset the increased personnel costs. Subsequent fiscal year personnel costs will increase \$14,386 per annum plus any approved merit and COLA increases and will be absorbed within the division's budget.

Service reimbursement from the Federal/State fund to the Risk Management fund will increase by \$525.

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).

No revenue is being changed with this budget modification.

7. What budgets are increased/decreased?

There is a neutral impact to the Department of County Human Services' budget as a result of this reclassification.

Service reimbursement from the Federal/State fund to the Risk Management fund will increase by \$525.

8. What do the changes accomplish?

This budget modification implements the decision from HR Class/Comp to reclassify a vacant full-time Data Analyst position to a Data Analyst Senior in order to accurately reflect the intended functions and duties of the position involved.

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

Yes. The approval of this budget modification will result in reclassifying a position in Aging & Disability Services from a Data Analyst to a Data Analyst Senior as determined by the Class/Comp unit of Central Human Resources effective 10-01-14.

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:** KaRin Johnson /s/

Date: 10/20/14

Budget Analyst: Jennifer Unruh /s/

Date: 10/22/14

Department HR: Chris Radzom /s/

Date: 10/20/14

Countywide HR: Susan Mullett /s/

Date: 10/20/14

Exp/Rev/FTE - Budget Modification

Budget Year: 2015

Budget Modification: DCHS-27-15

Expenditures & Revenues

An increase in revenue is shown as a negative value and a decrease as a positive value for consistency with SAP.

Line No.	Program Offer Number	Fund Code	Fund Center	Func. Area	Cost Object	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
1	25027-15	1000	30-01	0040	ADSDIVADM201GF	60000 - Permanent	52,090	52,794	704	
2	25027-15	1000	30-01	0040	ADSDIVADM201GF	60130 - Salary Related Expns	16,664	16,884	220	
3	25027-15	1000	30-01	0040	ADSDIVADM201GF	60140 - Insurance Benefits	13,706	13,752	46	
4	25027-15	1000	30-01	0040	ADSDIVADM201GF	60240 - Supplies	2,280	1,310	(970)	
1000 Total										0
5	25027-15	20640	30-01	0040	ADSDIVADM201IIIB	60000 - Permanent	17,245	17,480	235	
6	25027-15	20640	30-01	0040	ADSDIVADM201IIIB	60130 - Salary Related Expns	5,517	5,591	74	
7	25027-15	20640	30-01	0040	ADSDIVADM201IIIB	60140 - Insurance Benefits	4,561	4,576	15	
8	25027-15	20640	30-01	0040	ADSDIVADM201IIIB	60260 - Travel & Training	2,240	1,916	(324)	
20640 Total										0
9	25027-15	26090	30-01	0040	ADSDIVADM201XIX	60000 - Permanent	505,854	512,740	6,886	
10	25027-15	26090	30-01	0040	ADSDIVADM201XIX	60130 - Salary Related Expns	161,826	163,971	2,145	
11	25027-15	26090	30-01	0040	ADSDIVADM201XIX	60140 - Insurance Benefits	133,775	134,239	464	
12	25027-15	26090	30-01	0040	ADSDIVADM201XIX	60240 - Supplies	16,720	12,400	(4,320)	
13	25027-15	26090	30-01	0040	ADSDIVADM201XIX	60260 - Travel & Training	20,029	14,854	(5,175)	
26090 Total										0
30-01 Total										0
Program Offer Number 25027-15 Total										0
14	72020-15	3500	72-80	0020	705210	50316 - Svc Rmb Med/Dental	(66,208,283)	(66,208,808)	(525)	
15	72020-15	3500	72-80	0020	705210	60330 - Claims Paid	3,211,840	3,212,365	525	
3500 Total										0

Exp/Rev/FTE - Budget Modification

Budget Year: 2015

Budget Modification: DCHS-27-15

Line No.	Program Offer Number	Fund Code	Fund Center	Func. Area	Cost Object	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
	72-80 Total									0
				Program Offer Number 72020-15 Total						0

Exp/Rev/FTE - Budget Modification

Budget Year: 2015

Budget Modification: DCHS-27-15

Annualized Personnel Changes

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

						Annualized				
Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
716384	6073	Data Analyst	63262	1000	ADSDIVADM201GF	(0.09)	(4,796)	(1,494)	(1,598)	(7,888)
716384	6073	Data Analyst	63262	20640	ADSDIVADM201IIB	(0.03)	(1,599)	(498)	(533)	(2,630)
716384	6073	Data Analyst	63262	26090	ADSDIVADM201XIX	(0.88)	(46,892)	(14,612)	(15,619)	(77,123)
716384	6456	Data Analyst/Sr	63262	1000	ADSDIVADM201GF	0.09	5,735	1,787	1,660	9,181
716384	6456	Data Analyst/Sr	63262	20640	ADSDIVADM201IIB	0.03	1,912	596	553	3,061
716384	6456	Data Analyst/Sr	63262	26090	ADSDIVADM201XIX	0.88	56,073	17,472	16,239	89,784
Total Annualized Changes:						0.00	\$10,433	\$3,251	\$702	\$14,386

Current Year Personnel Changes

Cost/savings that will take place in this FY; these explain the actual dollar amounts being changed by this BudMod.

						Current Year				
Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
716384	6073	Data Analyst	63262	1000	ADSDIVADM201GF	(0.07)	(3,597)	(1,120)	(1,199)	(5,916)
716384	6073	Data Analyst	63262	20640	ADSDIVADM201IIB	(0.02)	(1,199)	(373)	(400)	(1,972)
716384	6073	Data Analyst	63262	26090	ADSDIVADM201XIX	(0.66)	(35,169)	(10,959)	(11,715)	(57,843)
716384	6456	Data Analyst/Sr	63262	1000	ADSDIVADM201GF	0.07	4,301	1,340	1,245	6,886
716384	6456	Data Analyst/Sr	63262	20640	ADSDIVADM201IIB	0.02	1,434	447	415	2,296
716384	6456	Data Analyst/Sr	63262	26090	ADSDIVADM201XIX	0.66	42,055	13,104	12,179	67,338
Total Current FY Changes:						0.00	\$7,825	\$2,439	\$525	\$10,789