



# MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(Revised: 09/23/13)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS

AGENDA # C-5 DATE 4/3/14  
MARINA BAKER, ASST BOARD CLERK

## Board Clerk Use Only

Meeting Date: 4/3/14  
Agenda Item #: C.5  
Est. Start Time: 9:30 am  
Date Submitted: 3/24/14

**BUDGET MODIFICATION: DCHS14-41 reclassifying a vacant .60 FTE Finance Specialist 1 position to an Operations Process Specialist in Aging & Disability Services.**

*Note: if Contingency, use that form. If item other than a BudMod, please use different APR. : Title should not be more than 2 lines but sufficient to describe the action requested.*

Requested Meeting Date: Next Available Time Needed: N/A (Consent)  
Department: County Human Services Division: Aging & Disability  
Contact(s): Dana Lloyd  
Phone: (503) 988-4073 Ext. 84073 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 budget modification DCHS14-41, authorizing the reclassification of a vacant .60 FTE Finance Specialist 1 position to an Operations Process Specialist in Aging & Disability Services (ADS) as determined by the Class/Comp unit of Central Human Resources, Reclassification Request #2445.

### 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 25020A – ADS Access & Early Intervention Services. ADS submitted the request as the result of current business needs for this vacant position. Duties will include acting as product owner for a client and service data system development project, including creating the vision and inspecting the product process in order to accept or reject completed work; contract payment coordination and compliance; technical assistance for the project; and expenditure and service data

analysis and reporting.

Human Resources Class/Comp reviewed the responsibilities of this position and concluded: *"The Operations Process Specialist classification .... is a good match as the focus is more tactical operationally and serves as a depart-specific liaison"*

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

The Step 1 pay scale for an Operations Process Specialist position is identical to the budgeted Step 8 Financial Specialist 1. As a result, there is no financial budget impact for FY14. The effective date of this reclassification is March 14, 2014. Subsequent fiscal year personnel costs will increase with normal merit and COLA increases.

**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.
- **What budgets are increased/decreased?**  
This reclassification results in no financial impact to any budgets for FY14.
- **What do the changes accomplish?**  
This budget modification implements the decision from HR Class/Comp to reclassify a vacant .60 FTE Finance Specialist1 position to an Operations Process Specialist in order to accurately reflect the currently planned 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 .60 FTE position in Aging & Disability Services from a Finance Specialist 1 to an Operations Process Specialist as determined by the Class/Comp unit of Central Human Resources with an effective date of 03-14-14.
- **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

<p><b>NOTE: Attach a Budget Modification Expense &amp; Revenues Worksheet and/or a Budget Modification Personnel Worksheet.</b></p>
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**Required Signatures**

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**Elected Official  
or Dept Director:** Susan Myers /s/ **Date:** 3/24/14

**Budget Analyst:** Jennifer Unruh /s/ **Date:** 3/24/2014

**Department HR:** Chris Radzom /s/ **Date:** 3/21/2014

**Countywide HR:** Susan Mullett /s/ **Date:** 3/21/2014

*Note: Please submit electronically. Insert names of your approvers followed by /s/ - we no longer use actual signatures. Please date each signature. Use "n/a" when signature not applicable."*

Budget Modification: DCHS14-41

**ANNUALIZED PERSONNEL CHANGE**

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

							ANNUALIZED			
Fund	Job #	HR Org	WBS	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
1000	6029	62953	ADSDIVCS201GF	Finance Specialist 1	704914	(0.60)	(31,495)	(10,982)	(10,696)	(53,173)
1000	6500	62953	ADSDIVCS201GF	Operations Process Specialist	704914	0.60	31,495	10,982	10,696	53,173
TOTAL ANNUALIZED CHANGES						0.00	0	0	0	0

**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: 03-14-14

							CURRENT YEAR			
Fund	Job #	HR Org	WBS	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
1000	6029	62953	ADSDIVCS201GF	Finance Specialist 1	704914	(0.17)	(5,502)	(1,919)	(1,869)	(9,290)
1000	6500	62953	ADSDIVCS201GF	Operations Process Specialist	704914	0.17	5,502	1,919	1,869	9,290
TOTAL CURRENT FY CHANGES						0.00	0	0	0	0

DCHS14-41

**EXPENDITURES & REVENUES**

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

Budget/Fiscal Year: 2014

Line No.	Fund Center	Fund Code	Program #	Func. Area	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Description
					Internal Order	Cost Center	WBS Element					
1												
2												
3												
4			No Financial Budget Impact									
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