



## Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS

AGENDA # C-1 DATE 10/16/14  
MARINA BAKER, ASST BOARD CLERK

### Board Clerk Use Only

Meeting Date: 10/16/14

Agenda Item #: C.1

Est. Start Time: 9:30 am

Date Submitted: 9/25/14

**Agenda Title: BUDGET MODIFICATION # DCHS-26-15: Reclassify a Case Manager 2 and Incumbent to a Case Manager Senior in Aging & Disability Services**

Requested Meeting Date: 10/16/14

Time Needed: N/A (Consent Agenda)

Department: 25 - County Human Services

Division: Aging & Disability Services

Contact(s): Dana Lloyd

Phone: 503-988-4073

Ext. 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 DCHS-26-15, authorizing the reclassification of a Case Manager 2 position, along with the incumbent, to a Case Manager Senior in the ADS Community Services unit as determined by the Class/Comp unit of Central Human Resources, reclassification request #2605.

#### 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 – Access & Early Intervention Services.

This position has taken on new and additional duties since a Program Specialist Senior position was eliminated in FY 2011 and now will make the final decisions on use of funds and service delivery for the three ADS Safety Net Programs: Emergency Housing Assistance, Emergency Prescription Assistance, and Special Medical Needs. The purpose of this position is to determine eligibility for each program by conducting personal interviews, providing case management, coordinating case planning and triaging client needs, reviewing medical and financial documentation, and developing and documenting plan stability.

The Human Resources Class/Comp unit reviewed this position and concluded that the actual duties and responsibilities warranted a Case Manager Senior classification.

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

The pay scale for a Case Manager Senior is higher than that of a Case Manager 2. The impact on the current FY15 fiscal year budget is an increase in personnel costs of \$1,555. The budget for Direct Client Assistance in the ADS Access & Early Intervention Services program offer will be decreased by a like amount to offset the increased personnel costs. Subsequent fiscal year personnel cost increases will be determined by 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 \$76.

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

N/A

**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).**

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 \$76.

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

This budget modification implements the decision from HR Class/Comp to reclassify a Case Manager 2 position to a Case Manager Senior in order to accurately reflect the actual 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 the ADS Community Services unit from a Case Manager 2 to a Case Manager Senior as determined by the Class/Comp unit of Central Human Resources with an effective date of 02-19-14.

**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

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**Required Signature**

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**Elected Official or  
Dept. Director:** KaRin Johnson /s/

**Date:** 9/25/14

**Budget Analyst:** Jennifer Unruh /s/

**Date:** 9/26/14

**Department HR:** Chris Radzom /s/

**Date:** 9/25/14

**Countywide HR:** Susan Mullett /s/

**Date:** 9/25/14

## Exp/Rev/FTE - Budget Modification

Budget Year: 2015

Budget Modification: DCHS-26-15

### 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                  | 25020A-15            | 1000      | 30-45       | 0040       | ADSDIV49IGF                                 | 60155 - Direct Client Asst.  | 125,896        | 124,341        | (1,555)                     |          |
| 2                  | 25020A-15            | 1000      | 30-45       | 0040       | ADSDIVCS201SNGF                             | 60000 - Permanent            | 56,997         | 58,124         | 1,127                       |          |
| 3                  | 25020A-15            | 1000      | 30-45       | 0040       | ADSDIVCS201SNGF                             | 60130 - Salary Related Expns | 17,764         | 18,116         | 351                         |          |
| 4                  | 25020A-15            | 1000      | 30-45       | 0040       | ADSDIVCS201SNGF                             | 60140 - Insurance Benefits   | 17,999         | 18,075         | 76                          |          |
| <b>1000 Total</b>  |                      |           |             |            |   |                              |                |                |                             | <b>0</b> |
|                    |                      |           |             |            |   |                              |                |                |                             |          |
| <b>30-45 Total</b> |                      |           |             |            |   |                              |                |                |                             | <b>0</b> |
|                    |                      |           |             |            |   |                              |                |                |                             |          |
|                    |                      |           |             |            | <b>Program Offer Number 25020A-15 Total</b> |                              |                |                |                             | <b>0</b> |
| 5                  | 72020-15             | 3500      | 72-80       | 0020       | 705210                                      | 50316 - Svc Rmb Med/Dental   | (66,180,852)   | (66,180,928)   | (76)                        |          |
| 6                  | 72020-15             | 3500      | 72-80       | 0020       | 705210                                      | 60330 - Claims Paid          | 3,184,409      | 3,184,485      | 76                          |          |
| <b>3500 Total</b>  |                      |           |             |            |   |                              |                |                |                             | <b>0</b> |
|                    |                      |           |             |            |   |                              |                |                |                             |          |
| <b>72-80 Total</b> |                      |           |             |            |   |                              |                |                |                             | <b>0</b> |
|                    |                      |           |             |            |   |                              |                |                |                             |          |
|                    |                      |           |             |            | <b>Program Offer Number 72020-15 Total</b>  |                              |                |                |                             | <b>0</b> |

## Exp/Rev/FTE - Budget Modification

Budget Year: 2015

Budget Modification: DCHS-26-15

### 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    |
| 710438                    | 6296 | Case Manager/Sr | 66501  | 1000 | ADSDIVCS201SNGF    | 1.00       | 57,736           | 17,991         | 18,049            | 93,776   |
| 710438                    | 6297 | Case Manager 2  | 66501  | 1000 | ADSDIVCS201SNGF    | (1.00)     | (56,609)         | (17,639)       | (17,973)          | (92,221) |
| Total Annualized Changes: |      |                 |        |      |                    | 0.00       | \$1,127          | \$351          | \$76              | \$1,555  |

### 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    |
| 710438                    | 6296 | Case Manager/Sr | 66501  | 1000 | ADSDIVCS201SNGF    | 1.00         | 57,736           | 17,991         | 18,049            | 93,776   |
| 710438                    | 6297 | Case Manager 2  | 66501  | 1000 | ADSDIVCS201SNGF    | (1.00)       | (56,609)         | (17,639)       | (17,973)          | (92,221) |
| Total Current FY Changes: |      |                 |        |      |                    | 0.00         | \$1,127          | \$351          | \$76              | \$1,555  |