



Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

Board Clerk Use Only

Meeting Date: _____

Agenda Item #: _____

Est. Start Time: _____

Date Submitted: _____

Agenda Title: BUDGET MODIFICATION # DCHS-03-17: Reclassification of Two Positions in Aging, Disability & Veterans Services (ADVSD)

Requested Meeting Date: 11/10/16

Time Needed: N/A (Consent Agenda)

Department: 25 - County Human Services

Division: Aging, Disability & Veterans Services

Contact(s): Wendy Hillman (x84907 409/2/2000) and Nancy Jackson (x86941 167/1/510)

Phone: _____ **Ext.** _____ **I/O Address** _____

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-03-17, authorizing:

- the reclassification of a vacant full-time Administrative Analyst Senior position (716189) in Program Offer 25024A - ADVSD Adult Protective Services to a Data Analyst as determined by HR Class/Comp reclassification request #3538.
- the reclassification of a .80 FTE Community Information Specialist position (717082) and the incumbent in Program Offer 25020A - ADVSD Access & Early Intervention Services to a Program Coordinator as determined by HR Class/Comp reclassification request #3533.

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.

The Administrative Analyst Senior position in the Adult Protective Services unit of ADVSD is being submitted by management for reclassification to Data Analyst due to a major change in the scope and duties required of this position. This position will manage multiple data systems, including systems unique to protective services and the various teams. Duties include database management, the design, development and maintenance of client services data tracking systems,

researching and analyzing other systems, participating in process improvement projects, analyzing and making recommendations, serving as a liaison, and developing and implementing training, data analysis and reporting.

The Community Information Specialist position in ADVSD Access & Early Intervention Services is being submitted by management because of the changing nature and evolving scope of duties that has characterized this position. The position's primary purpose is to improve the policy and eligibility awareness and utilization rates of Medicare and Aging and Disability benefits and supportive services for underserved populations. Duties include program development and statewide outreach coordination, including establishing and coordinating communication outreach and partnership with underserved communities, conducting statewide and regional community needs assessments, coordinating direct and regional volunteer participation at community events, establishing and maintaining referral agreements and tracking outcomes.

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

The pay scale for the Data Analyst classification is lower than the current Administrative Analyst Senior classification. As a result, the reclassification will result in a current year decrease in Personnel costs and related Indirect expense of \$22,766. The Adult Protective Services Supplies expense budget will be increased as an offset.

In contrast, the pay rate for the Program Coordinator position is higher than the current Community Information Specialist classification. In addition, the effective date of the reclass is retro back to 02-19-16. This will result in an increase in Personnel costs and related indirect expense for fiscal year 2017 of \$12,172. This increase will be offset with a decrease in the Professional Services, Supplies and Travel/Training expense budget of Access & Early Intervention of \$2,672, \$6,500 and \$3,000, respectively. The ADVSD budget as a whole will remain neutral.

Subsequent fiscal year net Personnel costs in ADVSD will be lower but partially offset with approved merit and COLA increases.

The service reimbursement to the Risk Management fund will decrease by \$451 (insurance).

The service reimbursement to the general fund Contingency will decrease by \$238 (central indirect revenue).

The Director's Office budget for Supplies will decrease by \$566 (department indirect revenue).

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).

There is no additional revenue from outside sources. There was a total net decrease of \$804 in central and department Indirect revenue generated from lower personnel costs.

7. What budgets are increased/decreased?

The service reimbursement to the Risk Management fund will decrease by \$451 (insurance).

The service reimbursement to the Contingency general fund will decrease by \$238 (central indirect revenue).

The Director's Office budget for Supplies will decrease by \$566 (department indirect revenue). There is a bottom-line neutral impact on all ADVSD budgets as a result of this reclassification.

8. What do the changes accomplish?

This budget modification implements the decisions of HR Class/Comp to reclassify an Administrative Analyst Senior position in ADVSD Adult Protective Services to a Data Analyst and to reclassify a Community Information Specialist in ADVSD Access & Early Intervention to a Program Coordinator in order to reflect the current actual functions and duties of the two positions involved.

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

Yes. See paragraph above.

10. If a grant, is 100% of the central and department indirect recovered? If not, please explain why.

Changes in Indirect revenue are accounted for in the funding of both the newly reclassified Data Analyst and Program Coordinator positions.

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:** _____

Date: _____

Budget Analyst: _____

Date: _____

Department HR: _____

Date: _____

Countywide HR: _____

Date: _____