



# Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY

BOARD OF COMMISSIONERS

AGENDA # 0.4 DATE 4/27/17

MARINA BAKER, ASST BOARD CLERK

## Board Clerk Use Only

Meeting Date: 04/27/17

Agenda Item #: C.4

Est. Start Time: 9:30 a.m.

Date Submitted: 04/17/17

**Agenda Title: BUDGET MODIFICATION # DCHS-12-17: Reclassification of Office Assistant 2 in DDSD to Program Technician**

Requested Meeting Date: 4/27/17

Time Needed: N/A (Consent Agenda)

Department: 25 - County Human Services

Division: Developmental Disabilities

Contact(s): Elizabeth Mchugh

Phone: 503-988-6119

Ext. 86119

I/O Address 167/1/610

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-12-17 authorizing the reclassification of a full-time Office Assistant 2 position, along with the incumbent, to a Program Technician in Program Offer 25011 – DD Budget and Operations as determined by HR Class/Comp reclassification request #3706.

### 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 Office Assistant 2 position in the DD Administration and Support program offer 25011 was submitted to and approved by HR Class/Comp for reclassification to a Program Technician by an employee-initiated request. This was the result of a gradual assumption of higher level duties and responsibilities since July 2016. The position has been assigned additional tasks regarding the processing and tracking of criminal checks for personal support workers, as well as technical assistance, training, and problem solving related to all steps of credentialing and payment. This position is responsible for assisting in the design and maintenance of the tracking system for all DD Plan of Care documentation; tracking, scheduling, completing, and documenting background checks for all personal support workers; reviewing applications, verifying identities, and issuing fingerprint information; acting on the results of the background checks to ensure compliance with OARs; updating the background check database and managing data systems changes for county and statewide databases and eXPRS data systems.

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

The pay scale for the Program Technician position is higher than that of an Office Assistant2 and the effective date of the reclassification is September 27, 2016. However, the position occupant in the FY17 Adopted budget was at a Step 8 pay level. This will result in a total current fiscal year budget decrease in regular personnel costs for the DD Budget & Operations unit of \$1,312. The budget for Temporary expense will be increased by a like amount to offset the decrease. A Budget Amendment will be submitted for this reclassification and will become either a part of the overall county staffing amendment for FY18 or a stand-alone department staffing amendment.

**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).**

There is no change in revenue.

**7. What budgets are increased/decreased?**

There is a neutral impact to the DD Budget & Operations budget as a result of this reclassification. No other budgets are affected.

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

This budget modification implements the decision from HR Class/Comp to reclassify a full-time Office Assistant 2 position, and the incumbent, to a Program Technician in order to accurately reflect the actual functions and evolving 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 full-time position in the DD Budget & Operations unit from an Office Assistant 2 to a Program Technician as determined by the Class/Comp unit of Central Human Resources.

**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:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Budget Analyst:** Adam Brown \_\_\_\_\_ **Date:** 4/17/17 \_\_\_\_\_

**Department HR:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Countywide HR:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Exp/Rev/FTE - Budget Modification

Budget Year: 2017

Budget Modification: DCHS-12-17

### 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	25011-17	80001	20-50	0040	DD10 BUS SVC LA	60000 - Permanent	1,493,307	1,492,390	(917)	
2	25011-17	80001	20-50	0040	DD10 BUS SVC LA	60100 - Temporary	0	917	917	
3	25011-17	80001	20-50	0040	DD10 BUS SVC LA	60130 - Salary Related Expns	496,872	496,539	(333)	
4	25011-17	80001	20-50	0040	DD10 BUS SVC LA	60135 - Non Base Fringe	0	333	333	
5	25011-17	80001	20-50	0040	DD10 BUS SVC LA	60140 - Insurance Benefits	469,628	469,566	(62)	
6	25011-17	80001	20-50	0040	DD10 BUS SVC LA	60145 - Non Base Insurance	0	62	62	
80001 Total										0
20-50 Total										0
Program Offer Number 25011-17 Total										0

## Exp/Rev/FTE - Budget Modification

Budget Year: 2017

Budget Modification: DCHS-12-17

### 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				
Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	(60000)	Fringe (60130)	(60140)	Total
713981	6001	Office Assistant 2	65375	80001	DD10 BUS SVC LA	(1.00)	(41,439)	(15,067)	(17,798)	(74,304)
713981	6020	Program Technician	65375	80001	DD10 BUS SVC LA	1.00	40,216	14,623	17,716	72,555
Total Annualized Changes:						0.00	(\$1,223)	(\$444)	(\$82)	(\$1,749)

### 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				
Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	(60000)	Fringe (60130)	(60140)	Total
713981	6001	Office Assistant 2	65375	80001	DD10 BUS SVC LA	(0.75)	(31,079)	(11,300)	(13,349)	(55,728)
713981	6020	Program Technician	65375	80001	DD10 BUS SVC LA	0.75	30,162	10,967	13,287	54,416
Total Current FY Changes:						0.00	(\$917)	(\$333)	(\$62)	(\$1,312)