



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(Revised: 5/24/13)

Board Clerk Use Only

Meeting Date: 9/19/13
Agenda Item #: C.1
Est. Start Time: 9:30 am
Date Submitted: 9/11/13

Agenda Title: BUDGET MODIFICATION: DCHS14-13 reclassifying a full time Administrative Assistant position to an Administrative Analyst in Aging & Disability Services.

Note: if Contingency, use that form. If item other than a Bud Mod, 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 Services
Contact(s): Dana Lloyd
Phone: (503) 988-4073 **Ext.** 84073 **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 DCHS14-13, authorizing the reclassification of a full-time Administrative Assistant position to an Administrative Analyst in Aging & Disability Services (ADS) as determined by the Class/Comp unit of Central Human Resources, Reclassification Request #2305.

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. ADS submitted the request because of management changes, promotions and retirements which have resulted in work being reassigned and new responsibilities added to the administrative team, including this position. The incumbent will recommend improvements and modifications to division policies and procedures, provide technical and analytical support in the areas of finance administration, personnel administration, management analysis,

recruitment & training, purchasing, contract management, office support and budget related services and functions.

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

The pay scale for the Administrative Analyst position is higher than that of an Administrative Assistant and the effective date of the reclassification is February 23, 2013. This will result in a total fiscal year budget increase in personnel costs of \$11,931. The budget for Supplies and Professional Services in ADS Administration will be reduced by a like amount to offset the increased personnel costs.

Subsequent fiscal year personnel costs will increase \$8,031 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 \$596.

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

Budget Modification

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?**

There is a neutral impact to the Aging & Disabilities Services budget as a result of this reclassification.

Service reimbursement from the Federal/State fund to the Risk Management fund will increase by \$596.

- **What do the changes accomplish?**

This budget modification implements the decision from HR Class/Comp to reclassify a full-time Administrative Assistant position to an Administrative Analyst in order to accurately reflect the actual 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 full-time position in Aging & Disability Services from an Administrative Assistant to an Administrative Analyst as determined by the Class/Comp unit of Central Human Resources.

- **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

NOTE: Attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.

Required Signatures

Elected Official or Dept Director: Kathy Tinkle for Susan Myers /s/ **Date:** 09/09/13

Budget Analyst: Jennifer Unruh **Date:** 9/10/13

Department HR: Urmila Jhattu /s/ **Date:** 09/9/13

Countywide HR: Susan Mullett /s/ **Date:** 09/09/13

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."