



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(Revised: 09/23/13)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS

AGENDA # C-2 DATE 4/3/14
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 4/3/14
Agenda Item #: 9:30 am
Est. Start Time: C.2
Date Submitted: 3/21/14

BUDGET MODIFICATION: DCHS14-37 reclassifying a vacant full-time Program Specialist position to a Case Manager Senior in Developmental 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: Developmental Disabilities
Contact(s): Karen Markins
Phone: (503) 988-4278 Ext. 86388 I/O Address: 167/1/640
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 DCHS14-37, authorizing the reclassification of a vacant full-time Program Specialist position to a Case Manager Senior in Developmental Disability Services (DDS) as determined by the Class/Comp unit of Central Human Resources, Reclassification Request #2417.

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 of a position initiated by management in Program Offer 25015 – DD Monitoring & Crisis Services. DDS submitted the request as the result of planned changes to the duties and responsibilities of the vacant position. The duties of this position will include short term crisis stabilization, including completing a resource analysis to facilitate placements, establishing and authorizing short term service rates, reviewing invoices and assisting

Personal Agents and Case Managers in monitoring short term services and referral tracking, which includes verifying vacancy list, updating long term group home vacancy list, and follow up with agencies to determine referral outcomes and standardized needs assessments.

Human Resources Class/Comp reviewed the responsibilities of this position and concluded: *"The Case Management Senior classification is a good match due to the complexity of the case management duties of performing comprehensive assessments, coordinating short term crisis stabilization services and placements and assisting Program Specialist and other staff in managing long term services and placement services."*

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

The pay scale for the Case Manager Senior position is lower than that of a Program Specialist, which was budgeted for FY14 at a Step 6 level. This will result in a total fiscal year budget decrease in personnel costs of \$5,565. The budget for Supplies in DDS's Monitoring & Crisis unit will be increased by a like amount to offset the decreased personnel costs. Subsequent fiscal year personnel costs will be lower by \$13,252 per annum, offset by any approved merit and COLA increases.

Service reimbursement from the Federal/State fund to the Risk Management fund will decrease by \$278.

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 Developmental Disability Services budget as a result of this reclassification.

Service reimbursement from the Federal/State fund to the Risk Management fund will decrease by \$278.

- **What do the changes accomplish?**

This budget modification implements the decision from HR Class/Comp to reclassify a vacant full-time Program Specialist position to a Case Manager Senior in order to accurately reflect the actual 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 full-time position in Developmental Disability Services from a Program Specialist to a Case Manager Senior as determined by the Class/Comp unit of Central Human Resources with an effective date of 01-29-14.

- 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

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

Required Signatures

Elected Official or Dept Director:	<u>Susan Myers /s/</u>	Date: <u>3/20/2014</u>
Budget Analyst:	<u>Jennifer Unruh /s/</u>	Date: <u>3/19/2014</u>
Department HR:	<u>Chris Radzom /s/</u>	Date: <u>3/19/2014</u>
Countywide HR:	<u>Susan Mullett /s/</u>	Date: <u>3/19/2014</u>

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.

DCHS14-37

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	20-50		25015	0040			DD10 REG 157	60000	503,693	499,722	(3,971)	Permanent Salary Expense
2	20-50		25015	0040			DD10 REG 157	60130	171,985	170,669	(1,316)	Salary Related Expense
3	20-50		25015	0040			DD10 REG 157	60140	153,428	153,150	(278)	Insurance Benefits
4	20-50		25015	0040			DD10 REG 157	60240	2,399	7,964	5,565	Supplies
5												
6	72-80	3500		0020		705210		50316		278	278	Svc Rmb Insurance
7	72-80	3500		0020		705210		60330		(278)	(278)	Claims Paid
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Budget Modification: DCHS14-37

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
81157	6021	61137	DD10 REG 157	Program Specialist (Step 6)	700810	(1.00)	(58,732)	(19,470)	(18,263)	(96,465)
81157	6296	61137	DD10 REG 157	Case Manager Senior (Step 1)	700810	1.00	49,277	16,335	17,601	83,213
TOTAL ANNUALIZED CHANGES						0.00	(9,455)	(3,135)	(662)	(13,252)

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: 01-29-14

							CURRENT YEAR			
Fund	Job #	HR Org	WBS	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
81157	6021	61137	DD10 REG 157	Program Specialist	700810	(0.42)	(24,667)	(8,177)	(7,670)	(40,514)
81157	6296	61137	DD10 REG 157	Case Manager Senior	700810	0.42	20,696	6,861	7,392	34,949
TOTAL CURRENT FY CHANGES						0.00	(3,971)	(1,316)	(278)	(5,565)

DCHS14-36

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	30-55	26090	25023A	0040			ADSDIVLTCWDXIX	60000	1,767,468	1,769,198	1,730	Permanent Salary Expense
2	30-55	26090	25023A	0040			ADSDIVLTCWDXIX	60130	605,316	605,919	603	Salary Related Expense
3	30-55	26090	25023A	0040			ADSDIVLTCWDXIX	60140	613,146	613,268	122	Insurance Benefits
4	30-55	26090	25023A	0040			ADSDIVLTCWDXIX	60240	27,986	25,531	(2,455)	Supplies
5												
6	72-80	3500		0020		705210		50316		(122)	(122)	Svc Rmb Insurance
7	72-80	3500		0020		705210		60330		122	122	Claims Paid
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											0	GRAND TOTAL

Budget Modification: DCHS14-36

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
26090	9005	65181	ADSDIVLTCWDXIX	Administrative Analyst Senior	704442	(1.00)	(67,631)	(23,583)	(18,885)	(110,099)
26090	9361	65181	ADSDIVLTCWDXIX	Program Supervisor	704442	1.00	69,361	24,186	19,007	112,554
TOTAL ANNUALIZED CHANGES						0.00	1,730	603	122	2,455

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: 06-30-13

							CURRENT YEAR			
Fund	Job #	HR Org	WBS	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
26090	9005	65181	ADSDIVLTCWDXIX	Administrative Analyst Senior	704442	(1.00)	(67,631)	(23,583)	(18,885)	(110,099)
26090	9361	65181	ADSDIVLTCWDXIX	Program Supervisor	704442	1.00	69,361	24,186	19,007	112,554
TOTAL CURRENT FY CHANGES						0.00	1,730	603	122	2,455