



**MULTNOMAH COUNTY  
AGENDA PLACEMENT REQUEST  
BUDGET MODIFICATION**

(Revised: 8/18/11)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS,  
AGENDA # C-8 DATE 8/9/12  
MARINA BAKER, ASST BOARD CLERK

**Board Clerk Use Only**

Meeting Date: 8/9/12  
Agenda Item #: C.8  
Est. Start Time: 9:30 am  
Date Submitted: 7-25-12

**BUDGET MODIFICATION #DCHS13-01 Reclassifying a Full-time Office  
Agenda Assistant Sr. Position to Office Assistant 2 in Mental Health & Addiction Serv.  
Title: Div. in DCHS as Determined by the Class/Comp Unit of Central HR.**

*Note: For all other submissions (i.e. Notices of Intent, Ordinances, Resolutions, Orders or Proclamations) please use the APR short form.*

**Requested Meeting Date:** Next Available      **Time Needed:** N/A (Consent)

**Department:** County Human Services      **Division:** Mental Health & Addiction Services

**Contact(s):** Judith Uhreen

**Phone:** 503-988-5464      **Ext.** 24022      **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 is requesting approval of budget modification DCHS13-01, authorizing the reclassification a full-time Office Assistant Sr. position to an Office Assistant 2 in the Mental Health & Addiction Services division of the Department of County Human Services as determined by the Class/Comp unit of Central Human Resources Reclassification Request #1901.

**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 in Program Offer 25058 – Mental Health Commitment Services. HR Class/Comp reviewed the job duties of this position and determined that the Office Assistant 2 classification was the best fit for this position.

This position is part of the Clinical Records Unit in the Mental Health and Addictions Services Division (MHASD). Over the past few years some duties of this position changed or were eliminated due to automation and operational process improvement. Subsequently, management requested this position be evaluated for proper classification. A Class Comp Analyst met with the employee in this position and the manager of the unit to review and clarify the duties and responsibilities performed. The summary of findings, based on the position description and desk interviews, are as follows:

The primary focus of this position is the assembly, retrieval, filing and archiving of MHASD clinical records. Duties involve creating client charts, filing documents into said charts, and filing charts in the file room. This position collects and organizes daily Notices of Mental Illness (NMI) and court numbers assigned to each NMI; compiles a daily log; verifies client information for accuracy and makes corrections as needed; and performs data entry into Access database. Other duties include preparing the client State history report, requesting charts from the Archives and sending charts to the Archives, as well as providing basic administrative support functions for the ICP Supervisor and ICP staff.

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

The budgeted Office Assistant Sr. classification (step 8) and the reclassified downward Office Assistant 2 are the same since there will be no change in pay. As a result, there is no current year fiscal impact or near-term on-going financial impact related to this reclassification.

**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

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**Budget Modification**

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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 no financial budget impact associated with this reclassification.

- **What do the changes accomplish?**

This budget modification implements the decision from the HR Class/Comp unit to reclassify an Office Assistant Sr. position to Office Assistant 2 in order to accurately reflect the 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 position in Mental Health & Addiction Services from an Office Assistant Sr. to an Office Assistant 2, 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: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.*

**Required Signature**

**Elected Official  
or Dept Director:**

*Cathy Link for Susan Myers*

**Date:** 07/18/12

**Budget Analyst:**

Jennifer Unruh \s\

**Date:** 7/9/2012  
7/18/12

*Urvila Shakti*

**Department HR:**

*Joe E. Dor*

**Date:** July 18, 2012

**Countywide HR:**

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



**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	CC/WBS/IO	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
82024	6002	63296	MA SN MC ICP 24	Office Assistant Sr.	711968	(1.00)	(44,138)	(13,550)	(17,683)	(75,371)
82024	6001	63296	MA SN MC ICP 24	Office Assistant 2	711968	1.00	44,138	13,550	17,683	75,371
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										0
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<b>TOTAL ANNUALIZED CHANGES</b>						<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**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.

							CURRENT YEAR			
Fund	Job #	HR Org	CC/WBS/IO	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
82024	6002	63296	MA SN MC ICP 24	Office Assistant Sr.	711968	(1.00)	(44,138)	(13,550)	(17,683)	(75,371)
82024	6001	63296	MA SN MC ICP 24	Office Assistant 2	711968	1.00	44,138	13,550	17,683	75,371
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<b>TOTAL CURRENT FY CHANGES</b>						<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

