



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(Revised: 09/23/13)

Board Clerk Use Only

Meeting Date:	<u>4/3/14</u>
Agenda Item #:	<u>C.5</u>
Est. Start Time:	<u>9:30 am</u>
Date Submitted:	<u>3/24/14</u>

Agenda Title: **BUDGET MODIFICATION: DCHS14-41 reclassifying a vacant .60 FTE Finance Specialist 1 position to an Operations Process Specialist in Aging & 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:	<u>Next Available</u>	Time Needed:	<u>N/A (Consent)</u>
Department:	<u>County Human Services</u>	Division:	<u>Aging & Disability</u>
Contact(s):	<u>Dana Lloyd</u>		
Phone:	<u>(503) 988-4073</u>	Ext.:	<u>84073</u>
		I/O Address:	<u>167/1/510</u>
Presenter Name(s) & Title(s):	<u>N/A – Consent Agenda</u>		

General Information

1. What action are you requesting from the Board?

The Department of County Human Services (DCHS) is requesting approval of budget modification DCHS14-41, authorizing the reclassification of a vacant .60 FTE Finance Specialist 1 position to an Operations Process Specialist in Aging & Disability Services (ADS) as determined by the Class/Comp unit of Central Human Resources, Reclassification Request #2445.

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 25020A – ADS Access & Early Intervention Services. ADS submitted the request as the result of current business needs for this vacant position. Duties will include acting as product owner for a client and service data system development project, including creating the vision and inspecting the product process in order to accept or reject completed work; contract payment coordination and compliance; technical assistance for the project; and expenditure and service data

analysis and reporting.

Human Resources Class/Comp reviewed the responsibilities of this position and concluded: *"The Operations Process Specialist classification is a good match as the focus is more tactical operationally and serves as a depart-specific liaison"*

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

The Step 1 pay scale for an Operations Process Specialist position is identical to the budgeted Step 8 Financial Specialist 1. As a result, there is no financial budget impact for FY14. The effective date of this reclassification is March 14, 2014. Subsequent fiscal year personnel costs will increase with normal merit and COLA increases.

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?**

This reclassification results in no financial impact to any budgets for FY14.

- **What do the changes accomplish?**

This budget modification implements the decision from HR Class/Comp to reclassify a vacant .60 FTE Finance Specialist1 position to an Operations Process Specialist in order to accurately reflect the currently 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 .60 FTE position in Aging & Disability Services from a Finance Specialist 1 to an Operations Process Specialist as determined by the Class/Comp unit of Central Human Resources with an effective date of 03-14-14.

- **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

<p><i>NOTE: Attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.</i></p>

Required Signatures

**Elected Official
or Dept Director:** Susan Myers /s/ **Date:** 3/24/14

Budget Analyst: Jennifer Unruh /s/ **Date:** 3/24/2014

Department HR: Chris Radzom /s/ **Date:** 3/21/2014

Countywide HR: Susan Mullett /s/ **Date:** 3/21/2014

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."