



## Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY

BOARD OF COMMISSIONERS

AGENDA # C-4 DATE 9/4/14

MARINA BAKER, ASST BOARD CLERK

### Board Clerk Use Only

Meeting Date: 9/4/14

Agenda Item #: C.4

Est. Start Time: 9:30 am

Date Submitted: 8/15/14

**Agenda Title: BUDGET MODIFICATION # DCHS-08-15: Reclass Finance Manager Position to a Finance Manager Senior in DCHS Business Services Unit**

**Requested Meeting Date:** 9/4/14

**Time Needed:** N/A (Consent Agenda)

**Department:** 25 - County Human Services

**Division:** DCHS Administration

**Contact(s):** KaRin Johnson

**Phone:** 503-988-2856

**Ext.** 82856

**I/O Address** 167/1/210

**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-08-15, authorizing the reclassification of a Finance Manager position to a Finance Manager Senior in DCHS Administration as determined by the Class/Comp unit of Central Human Resources, reclassification request #2497.

#### 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 25002 – DCHS Business Services. This position was filled as a Finance Manager when the former Finance Manager Senior was promoted to Deputy Director of DCHS and the employee has since retired. At that time, this position was not submitted for a reclassification. This position manages the department's budget, provides for the monitoring, analysis and reporting of the department's financial well being, and directs the finance and budget staff. Duties include strategic planning and administration, including directing strategic long- and short-term financial planning, providing oversight for policy direction; and serving on the department's executive team; budget development and monitoring, including establishing and directing development, preparation and submission of the annual budget; and financial and contract management, including establishing internal controls and audits.

The Human Resources Class/Comp unit reviewed this position and concluded that the actual duties and responsibilities warranted a Finance Manager Senior classification.

This position was reclassified by HR Class/Comp and approved by the Board in fiscal year 2014. However, it was approved too late to incorporate the change into the budget for FY15.

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

Because the pay scale for the Finance Manager Senior position is higher than a Finance Manager, the impact on the current fiscal year budget is an increase in personnel costs of \$24,408. The budgets in the DCHS Director's Office and Business Services program offers for Printing and Supplies will be decreased by \$5,250 and \$19,158, respectively to offset the increased personnel costs.

Service reimbursement from the Federal/State fund to the Risk management fund will increase by \$1,186.

**4. Explain any legal and/or policy issues involved.**

N/A

**5. Explain any citizen or other government participation.**

N/A

---

**Budget Modification**

---

**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).**

No revenue is being changed with this budget modification.

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

There is a neutral impact to the Department of County Human Services budget as a result of this reclassification.

Service reimbursement from the Federal/State fund to the Risk management fund will increase by \$1,186.

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

This budget modification implements the decision from HR Class/Comp to reclassify a Finance Manager position to a Finance Manager Senior in order to accurately reflect the actual functions and 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 position in the DCHS Business Services unit from a Finance Manager to a Finance Manager Senior 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

---

**Required Signature**

---

Elected Official or  
Dept. Director: KaRin Johnson /s/

Date: 8/15/2014

Budget Analyst: Jennifer Unruh /s/

Date: 8/18/2014

Department HR: Chris Radzom /s/

Date: 8/15/2014

Countywide HR: Susan Mullett /s/

Date: 8/15/2014

## Exp/Rev/FTE - Budget Modification

Budget Year: 2015

Budget Modification: DCHS-08-15

### 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    |
| 715607                    | 9336 | Finance Manager     | 66937  | 1000  | CHSBS.FIN.IND1000  | (0.51)     | (43,936) | (14,130)       | (10,183) | (68,249) |
| 715607                    | 9336 | Finance Manager     | 66937  | 80001 | CHSBS.FIN.LA       | (0.13)     | (11,199) | (3,602)        | (2,596)  | (17,397) |
| 715607                    | 9336 | Finance Manager     | 66937  | 26090 | CHSBS.FIN.TITLEXIX | (0.36)     | (31,014) | (9,974)        | (7,188)  | (48,176) |
| 715607                    | 9338 | Finance Manager, Sr | 66937  | 1000  | CHSBS.FIN.IND1000  | 0.51       | 52,897   | 17,012         | 10,788   | 80,697   |
| 715607                    | 9338 | Finance Manager, Sr | 66937  | 80001 | CHSBS.FIN.LA       | 0.13       | 13,484   | 4,336          | 2,750    | 20,570   |
| 715607                    | 9338 | Finance Manager, Sr | 66937  | 26090 | CHSBS.FIN.TITLEXIX | 0.36       | 37,339   | 12,008         | 7,615    | 56,963   |
| Total Annualized Changes: |      |                     |        |       |                    | 0.00       | \$17,571 | \$5,651        | \$1,186  | \$24,408 |

### 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    |
| 715607                    | 9336 | Finance Manager     | 66937  | 1000  | CHSBS.FIN.IND1000  | (0.51)       | (43,936) | (14,130)       | (10,183) | (68,249) |
| 715607                    | 9336 | Finance Manager     | 66937  | 80001 | CHSBS.FIN.LA       | (0.13)       | (11,199) | (3,602)        | (2,596)  | (17,397) |
| 715607                    | 9336 | Finance Manager     | 66937  | 26090 | CHSBS.FIN.TITLEXIX | (0.36)       | (31,014) | (9,974)        | (7,188)  | (48,176) |
| 715607                    | 9338 | Finance Manager, Sr | 66937  | 1000  | CHSBS.FIN.IND1000  | 0.51         | 52,897   | 17,012         | 10,788   | 80,697   |
| 715607                    | 9338 | Finance Manager, Sr | 66937  | 80001 | CHSBS.FIN.LA       | 0.13         | 13,484   | 4,336          | 2,750    | 20,570   |
| 715607                    | 9338 | Finance Manager, Sr | 66937  | 26090 | CHSBS.FIN.TITLEXIX | 0.36         | 37,339   | 12,008         | 7,615    | 56,963   |
| Total Current FY Changes: |      |                     |        |       |                    | 0.00         | \$17,571 | \$5,651        | \$1,186  | \$24,408 |

## Exp/Rev/FTE - Budget Modification

Budget Year: 2015

Budget Modification: DCHS-08-15

### 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        | 25000A-15            | 1000      | 26-10       | 0040       | CHSDO.IND1000                        | 60240 - Supplies             | 36,003         | 23,554         | (12,449)                    |          |
|          | 1000 Total           |           |             |            |                                      |                              |                |                |                             | (12,449) |
|          |                      |           |             |            |                                      |                              |                |                |                             |          |
|          | 26-10 Total          |           |             |            |                                      |                              |                |                |                             | (12,449) |
|          |                      |           |             |            | Program Offer Number 25000A-15 Total |                              |                |                |                             | (12,449) |
| 2        | 25002-15             | 1000      | 26-10       | 0040       | CHSBS.FIN.IND1000                    | 60000 - Permanent            | 413,216        | 422,177        | 8,961                       |          |
| 3        | 25002-15             | 1000      | 26-10       | 0040       | CHSBS.FIN.IND1000                    | 60130 - Salary Related Expns | 132,349        | 135,231        | 2,882                       |          |
| 4        | 25002-15             | 1000      | 26-10       | 0040       | CHSBS.FIN.IND1000                    | 60140 - Insurance Benefits   | 125,399        | 126,004        | 605                         |          |
|          | 1000 Total           |           |             |            |                                      |                              |                |                |                             | 12,448   |
|          |                      |           |             |            |                                      |                              |                |                |                             |          |
| 5        | 25002-15             | 26090     | 26-10       | 0040       | CHSBS.FIN.TITLEXIX                   | 60000 - Permanent            | 368,621        | 374,947        | 6,326                       |          |
| 6        | 25002-15             | 26090     | 26-10       | 0040       | CHSBS.FIN.TITLEXIX                   | 60130 - Salary Related Expns | 119,782        | 121,816        | 2,034                       |          |
| 7        | 25002-15             | 26090     | 26-10       | 0040       | CHSBS.FIN.TITLEXIX                   | 60140 - Insurance Benefits   | 107,671        | 108,098        | 427                         |          |
| 8        | 25002-15             | 26090     | 26-10       | 0040       | CHSBS.FIN.TITLEXIX                   | 60180 - Printing             | 10,000         | 4,750          | (5,250)                     |          |
| 9        | 25002-15             | 26090     | 26-10       | 0040       | CHSBS.FIN.TITLEXIX                   | 60240 - Supplies             | 6,022          | 2,486          | (3,536)                     |          |
|          | 26090 Total          |           |             |            |                                      |                              |                |                |                             | 1        |
|          |                      |           |             |            |                                      |                              |                |                |                             |          |
| 10       | 25002-15             | 80001     | 26-10       | 0040       | CHSBS.FIN.LA                         | 60000 - Permanent            | 189,349        | 191,634        | 2,284                       |          |
| 11       | 25002-15             | 80001     | 26-10       | 0040       | CHSBS.FIN.LA                         | 60130 - Salary Related Expns | 60,120         | 60,854         | 735                         |          |
| 12       | 25002-15             | 80001     | 26-10       | 0040       | CHSBS.FIN.LA                         | 60140 - Insurance Benefits   | 62,171         | 62,326         | 154                         |          |
| 13       | 25002-15             | 80001     | 26-10       | 0040       | CHSBS.FIN.LA                         | 60240 - Supplies             | 11,795         | 8,622          | (3,173)                     |          |
|          | 80001 Total          |           |             |            |                                      |                              |                |                |                             | 0        |
|          |                      |           |             |            |                                      |                              |                |                |                             |          |
|          | 26-10 Total          |           |             |            |                                      |                              |                |                |                             | 12,449   |
|          |                      |           |             |            | Program Offer Number 25002-15 Total  |                              |                |                |                             | 12,449   |
| 14       | 72020-15             | 3500      | 72-80       | 0020       | 705210                               | 50316 - Svc Rmb Med/Dental   | (65,886,350)   | (65,887,536)   | (1,186)                     |          |
| 15       | 72020-15             | 3500      | 72-80       | 0020       | 705210                               | 60330 - Claims Paid          | 2,889,907      | 2,891,093      | 1,186                       |          |
|          | 3500 Total           |           |             |            |                                      |                              |                |                |                             | 0        |
|          |                      |           |             |            |                                      |                              |                |                |                             |          |
|          | 72-80 Total          |           |             |            |                                      |                              |                |                |                             | 0        |
|          |                      |           |             |            | Program Offer Number 72020-15 Total  |                              |                |                |                             | 0        |