



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(Revised: 8/18/11)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C.1 DATE 4-4-13
LYNDA GROW, BOARD CLERK

Board Clerk Use Only

Meeting Date: 4/4/13
Agenda Item #: C.1
Est. Start Time: 9:30 am
Date Submitted: 3/20/13

BUDGET MODIFICATION: DCHS13-20 reclassifying a full time Operations Supervisor to a Program Supervisor in the Department of County Human Services.

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): Joan Rice
Phone: 503-988-5870 Ext. 29597 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 DCHS13-20, authorizing the reclassification of a full time Operations Supervisor position to a Program Supervisor in the Mental Health & Addiction Services division (MHASD), as determined by the Class/Comp unit of Central Human Resources, Reclassification Request #2117.

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 classification request initiated by management in Program Offer 25052 - Mental Health Medical Records. This position is responsible for the organization, analysis and generation of health data for treatment, reimbursement, planning, quality assessment and legal compliance. It was submitted for a reclass from an Operations Supervisor to Program Supervisor due to increased responsibilities for quantitative and quality audits for all MHASD division records.

Additional duties have been gradually added to this position during the EVOLV project and have greatly impacted the current assigned work. Duties and responsibilities include the supervision of Clinical Records program staff, technical direction and guidance of managers, performing professional & analytical management related duties and division-wide policy improvement to ensure quality assurance and improvement.

HR Class/Comp agreed that the duties and responsibilities of this position warrant a reclassification to Program Supervisor.

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

The Program Supervisor position has a higher pay scale than the budgeted Operations Supervisor position. The effective date of the reclassification is October 01, 2012. The current fiscal year personnel cost for the position will increase by \$10,456. This increase will be offset with a decrease in the MHASD budget for Supplies, Communications and Local Travel of \$1,500, \$6,000 and \$2,956, respectively. Subsequent fiscal year personnel costs will be higher by an estimated \$13,942, excluding any approved merit and COLA increases.

A department amendment will be submitted to reflect this reclassification in the FY14 budget.

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 with this budget modification.

- **What budgets are increased/decreased?**

There will be no net financial budget impact for DCHS's budget associated with this classification change.

Service reimbursement from the Federal/State fund to the Risk management fund will increase by \$610.

- **What do the changes accomplish?**

This budget modification implements the decision from the HR Class/Comp unit to reclassify a full time Operations Supervisor position to a Program Supervisor in order to accurately reflect current responsibilities and recognize the additional functions and duties added over time to this position.

- **Do any personnel actions result from this budget modification? Explain.**

Yes. The approval of this budget modification will result in the classification of a position in Mental Health and Addiction Services from an Operations Supervisor to a Program Supervisor, 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:**

Kathy Lake for Susan Myers

Date: 03/19/13

Budget Analyst:

Jennifer Unruh Isl

Date: 3/20/13

Department HR:

Umida Shakh

Date: 3/19/13

Countywide HR:

Joan M. Hett

Date: 3/19/13

ANNUALIZED PERSONNEL CHANGEChange 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
1000	9025	63296	MA SA MR CGF	Operations Supervisor	700429	(1.00)	(53,581)	(15,592)	(18,438)	(87,611)
1000	9361	63296	MA SA MR CGF	Program Supervisor	700429	1.00	63,750	18,551	19,252	101,553
TOTAL ANNUALIZED CHANGES						0.00	10,169	2,959	814	13,942

CURRENT YEAR PERSONNEL DOLLAR CHANGECalculate costs/savings that will take place in this FY; these should explain the actual dollar amounts being changed by this Bud Mod.

Effective Date: 10-01-12

							CURRENT YEAR			
Fund	Job #	HR Org	CC/WBS/IO	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
1000	9025	63296	MA SA MR CGF	Operations Supervisor	700429	(0.75)	(40,186)	(11,694)	(13,829)	(65,709)
1000	9361	63296	MA SA MR CGF	Program Supervisor	700429	0.75	47,813	13,913	14,439	76,165
TOTAL CURRENT FY CHANGES						0.00	7,627	2,219	610	10,456

DCHS13-20

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: 2013

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	20-80	1000	25052	0040			MA SA MR CGF	60000	349,918	357,545	7,627	Permanent
2	20-80	1000	25052	0040			MA SA MR CGF	60130	105,805	108,024	2,219	Salary Related Expense
3	20-80	1000	25052	0040			MA SA MR CGF	60140	141,210	141,820	610	Insurance Benefits
4	20-80	1000	25052	0040			MA SA MR CGF	60200	8,536	2,536	(6,000)	Communications
5	20-80	1000	25052	0040			MA SA MR CGF	60240	3,976	2,476	(1,500)	Supplies
6	20-80	1000	25052	0040			MA SA MR CGF	60270	4,616	1,660	(2,956)	Local Travel/Mileage
7												
8	72-80	3500		0020		705210		50316			(610)	Svc Rmb Insurance
9	72-80	3500		0020		705210		60330			610	Claims Paid
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