



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(revised 08/02/10)

Board Clerk Use Only

Meeting Date:	12/8/11
Agenda Item #:	C.2
Est. Start Time:	9:30 am
Date Submitted:	11/30/11

BUDGET MODIFICATION: DCHS12-20

Agenda Title: **BUDGET MODIFICATION DCHS12-20, Reclassifying four full-time vacant positions: Office Assistant 2, Case Manager Senior, and two Eligibility Specialists to Case Manager 1 positions in the Department of County Human Services, Aging and Disability Services Division, as determined by the Class/Comp unit of Central Human Resources.**

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

Requested Meeting Date:	<u>Next Available</u>	Amount of Time Needed:	<u></u>
Department:	<u>County of Human Services</u>	Division:	<u>Aging & Disability Services</u>
Contact(s):	<u>Dana Lloyd</u>		
Phone:	<u>503-988-3691</u>	Ext.	<u>26858</u>
I/O Address:	<u>167/620</u>		
Presenter Name(s) & Title(s):	<u>Consent Agenda</u>		

General Information

1. What action are you requesting from the Board?

The Department of County Human Services (DCHS) recommends approval of budget modification DCHS12-20, reclassifying four full-time positions: Office Assistant 2, Case Manager Senior, and two Eligibility Specialists to Case Manager 1 positions in the Aging and Disability Services Division (ADSD), as approved by the Class/Comp unit of Central Human Resources.

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 ADSD management in Program Offer 25023A, 25023B and 25023C – ADS Long Term Care. The Case Manager 1 positions will be needed to better meet workload demands for growing

eligibility caseloads. These positions will be responsible for providing eligibility determination, case management and information to individuals or their representatives concerning financial, medical, and service programs. HR Class/Comp has decided that these duties, along with the other responsibilities of these positions, are within the scope and concept and best match the Case Manager 1 classification. .

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

The pay scale for a Case Manager Senior is higher than that of a Case Manager 1; the pay scale for an Eligibility Specialist is the same as that of a Case Manager 1; and the pay scale for an Office Assistant 2 is lower than that of a Case Manager 1. As a result, these reclassifications, which are effective November 2, 2011, will result in a current fiscal year budget decrease in personnel costs of \$7,128. The budget for Supplies costs in ADSD will be increased by a like amount to offset the lower personnel costs. This reclassification request results in an annual personnel cost decrease of \$10,691.

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

ATTACHMENT 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?**

The overall budget impact for Aging & Disability Services is neutral. Service reimbursement from the Federal/State fund to the Risk management fund will decrease by \$510.

- **What do the changes accomplish?**

This budget modification will formally approve the classification decision from Central Human Resources Class/Comp which allows for a classification that better reflects the change in the work assignment and duties of the positions involved.

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

Yes. The approval of this budget modification will result in the reclassification of four full-time vacant positions in the Aging and Disability Services Division from Case Manager Senior (1.00 FTE), Eligibility Specialist (2.00 FTE) and Office Assistant 2 (1.00 FTE) to four full-time Case Manager 1 positions, 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.

ATTACHMENT B

BUDGET MODIFICATION: DCHS12-20

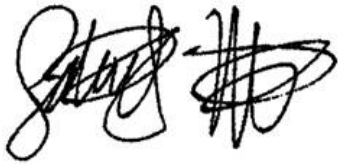
Required Signatures

Elected
Official or
Department/
Agency
Director:

Dana C. Lloyd for Kathy Jinkle

Date: 11/22/11

Budget
Analyst:



Date: 11/29/2011

Department
HR:

Umida Shakh

Date: 11/22/11

Countywide
HR:

John Kaneski

Date: 11/23/11