



# MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(Revised: 09/23/13)

**Board Clerk Use Only**

<b>Meeting Date:</b>	<u>4/3/14</u>
<b>Agenda Item #:</b>	<u>9:30 am</u>
<b>Est. Start Time:</b>	<u>C.2</u>
<b>Date Submitted:</b>	<u>3/21/14</u>

**Agenda Title:** **BUDGET MODIFICATION: DCHS14-37 reclassifying a vacant full-time Program Specialist position to a Case Manager Senior in Developmental 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.*

<b>Requested Meeting Date:</b>	<u>Next Available</u>	<b>Time Needed:</b>	<u>N/A (Consent)</u>
<b>Department:</b>	<u>County Human Services</u>	<b>Division:</b>	<u>Developmental Disabilities</u>
<b>Contact(s):</b>	<u>Karen Markins</u>		
<b>Phone:</b>	<u>(503) 988-4278</u>	<b>Ext.:</b>	<u>86388</u>
<b>I/O Address:</b>	<u>167/1/640</u>		
<b>Presenter Name(s) &amp; Title(s):</b>	<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 DCHS14-37, authorizing the reclassification of a vacant full-time Program Specialist position to a Case Manager Senior in Developmental Disability Services (DDS) as determined by the Class/Comp unit of Central Human Resources, Reclassification Request #2417.

**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 of a position initiated by management in Program Offer 25015 – DD Monitoring & Crisis Services. DDS submitted the request as the result of planned changes to the duties and responsibilities of the vacant position. The duties of this position will include short term crisis stabilization, including completing a resource analysis to facilitate placements, establishing and authorizing short term service rates, reviewing invoices and assisting

Personal Agents and Case Managers in monitoring short term services and referral tracking, which includes verifying vacancy list, updating long term group home vacancy list, and follow up with agencies to determine referral outcomes and standardized needs assessments.

Human Resources Class/Comp reviewed the responsibilities of this position and concluded: *“The Case Management Senior classification .... is a good match due to the complexity of the case management duties of performing comprehensive assessments, coordinating short term crisis stabilization services and placements and assisting Program Specialist and other staff in managing long term services and placement services.”*

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

The pay scale for the Case Manager Senior position is lower than that of a Program Specialist, which was budgeted for FY14 at a Step 6 level. This will result in a total fiscal year budget decrease in personnel costs of \$5,565. The budget for Supplies in DDS's Monitoring & Crisis unit will be increased by a like amount to offset the decreased personnel costs. Subsequent fiscal year personnel costs will be lower by \$13,252 per annum, offset by any approved merit and COLA increases.

Service reimbursement from the Federal/State fund to the Risk Management fund will decrease by \$278.

**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 a neutral impact to the Developmental Disability Services budget as a result of this reclassification.

Service reimbursement from the Federal/State fund to the Risk Management fund will decrease by \$278.

- **What do the changes accomplish?**

This budget modification implements the decision from HR Class/Comp to reclassify a vacant full-time Program Specialist position to a Case Manager Senior in order to accurately reflect the actual 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 full-time position in Developmental Disability Services from a Program Specialist to a Case Manager Senior as determined by the Class/Comp unit of Central Human Resources with an effective date of 01-29-14.

- **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

*NOTE: Attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.*

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### **Required Signatures**

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<b>Elected Official or Dept Director:</b>	Susan Myers /s/	<b>Date:</b> 3/20/2014
<b>Budget Analyst:</b>	Jennifer Unruh /s/	<b>Date:</b> 3/19/2014
<b>Department HR:</b>	Chris Radzom /s/	<b>Date:</b> 3/19/2014
<b>Countywide HR:</b>	Susan Mullett /s/	<b>Date:</b> 3/19/2014

*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."*