



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(revised 08/02/10)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS

AGENDA # C-4 DATE 12/22/11
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 12/22/11

Agenda Item #: C.4

Est. Start Time: 9:30 am

Date Submitted: 12/8/11

BUDGET MODIFICATION: DCHS12 - 21

BUDGET MODIFICATION #DCHS12-21, reclassifying a current full-time vacant Manager 2 position to a Program Manager 1 position in the Mental Health and Addictions 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: Next Available **Amount of Time Needed:** _____

Department: DCHS **Division:** Mental Health and Addiction Services

Contact(s): Dana Lloyd

Phone: 988-3691 **Ext.** 22377 **I/O Address:** 167/240

Presenter Name(s) & Title(s): Consent agenda

General Information

1. What action are you requesting from the Board?

The Department of County Human Services (DCHS) recommends approval of budget modification DCHS12-21, reclassifying a vacant full-time Manager 2 position to a Program Manager 1 position in Mental Health and Addiction Services Division (MHAD), 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 regarding reclassifying a Manager 2 position to a Program Manager 1 in Program Offer 25080 - Adult Addictions Treatment Continuum. The position after being reviewed by HR Class/Comp has been reclassified to a Program Manager 1 per reclassification request #1820.

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Manager 2's are responsible for managing assigned programs and the specific requirements for this level include: responsibility for 5-9% of total division budget, 1 to 2 management direct reports, and 5-9% of division FTEs. Due to span of control issues, the responsibilities of this vacant position have changed, such that it no longer meets the Manager 2 requirements. This position (working title of Addictions Program Manager) will be responsible for managing the addictions systems of care, including the supervision of program staff, management, analysis and projection of funding sources and client needs, and oversight of contract compliance and quality of care for contracted services. Program Manager 1's supervise, direct, coordinate, evaluate and participate in the activities of a section or one or more programs and typically exercise indirect control over assigned staff through intermediate supervisors or lead workers. This position no longer meets the full requirements for Manager 2 but through the County's span of control review, executive support was given to sustain the position as a PM 1. Given the size of budgetary authority this position will retain (\$17 million or approximately 17% of the total division budget), impact in the community, critical program visibility, and the fact that it will supervise through 2 lead positions (Program Specialist, Seniors), it is better classified as a Program Manager 1 (9615) than Program Supervisor.

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

The pay scale for a Manager 2 is higher than that of a Program Manager 1. As a result, this reclassification request will reduce current fiscal year personnel costs by \$20,518. The budget for supplies in Mental Health and Addiction Services will be increased by this amount to offset the decrease in personnel costs.

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).**

N/A

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

The overall budget impact for Mental Health and Addiction Services is neutral.

Program Offer #25080 - Adult Addictions Treatment Continuum, is reduced by \$20,518 in personnel charges and increased by \$20,518 in supplies.

- **What do the changes accomplish?**

This budget modification will formally approve for FY12 the classification decision #1820 from

**Budget Modification APR
Submit to Board Clerk**

Central Human Resources Class/Comp which allows for a classification that better reflects the change in the work assignment 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 full-time position in Mental Health and Addiction Services from Manager 2 to Program Manager 1, 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: DCHS12-21

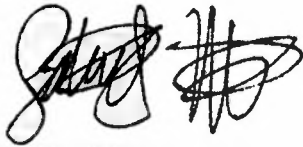
Required Signatures

**Elected Official or
Department/
Agency Director:**

Dana C. Lloyd for Kathy Jinkle

Date: 12/5/11

Budget Analyst:



Date: 12/8/2011

Department HR:

Umida Shattu

Date: 12/6/11

Countywide HR:

John Kaneshi

Date: 12/6/11

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Budget Modification ID: **DCHS12-21****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: 2012

Line No.	Fund Center	Fund Code	Program #	Func. Area	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
					Internal Order	Cost Center	WBS Element						
1	20-80	1000	25080	40			MA TXA AS CGF	60000	192,501	185,017	(7,484)		Permanent
2	20-80	1000	25080	40			MA TXA AS CGF	60130	58,291	56,114	(2,177)		Salary Related
3	20-80	1000	25080	40			MA TXA AS CGF	60140	51,964	51,366	(598)		Insurance
4	20-80	1000	25080	40			MA TXA AS CGF	60240	3,479	13,738	10,259		Supplies
5	20-80	80001	25080	40			MA TXA AS LA	60000	220,209	212,725	(7,484)		Permanent
6	20-80	80001	25080	40			MA TXA AS LA	60130	66,798	64,621	(2,177)		Salary Related
7	20-80	80001	25080	40			MA TXA AS LA	60140	63,660	63,062	(598)		Insurance
8	20-80	80001	25080	40			MA TXA AS LA	60240	0	10,259	10,259		Supplies
9													
10	72-10	3500		20		705210		50316		1,196	1,196		Svc Reim F/S to Risk
11	72-10	3500		20		705210		60330		(1,196)	(1,196)		Claims Paid
12													
13													
14													
15													
16													
17													
18													
19										0			
20										0			
21										0			
22										0			
23										0			
24										0			
25										0			
26										0			
27										0			
28										0			
29										0			
											0	0	Total - Page 1
											0	0	GRAND TOTAL

ANNUALIZED PERSONNEL CHANGE

Change on a full year basis even though this action affects only a part of the fiscal year (FY).

[illegible]

CURRENT YEAR PERSONNEL DOLLAR CHANGE

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

						CURRENT YEAR				
Fund	Job #	HR Org	CC/WBS/IO	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
1000	9364	65186	MA TXA AS CGF	Manager 2	701463	(0.28)	(28,747)	(8,365)	(6,159)	(43,271)
80001	9364	65186	MA TXA AS LA	Manager 2	701463	(0.28)	(28,747)	(8,365)	(6,159)	(43,271)
										0
1000	9615	65186	MA TXA AS CGF	Program Manager 1	701463	0.28	21,263	6,188	5,561	33,012
80001	9615	65186	MA TXA AS LA	Program Manager 1	701463	0.28	21,263	6,188	5,561	33,012
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
			TOTAL CURRENT FY CHANGES			0.00	(14,968)	(4,354)	(1,196)	(20,518)