



## Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # C.2 DATE 4-2-15  
LYNDA GROW, BOARD CLERK

### Board Clerk Use Only

Meeting Date: 4/2/15  
Agenda Item #: C.2  
Est. Start Time: 9:30 am  
Date Submitted: 3/17/15

**Agenda Title:** BUDGET MODIFICATION # DCHS-41-15: Authorizing Ten Position Re-classifications within the DCHS Business Services & Contracts Units

Requested Meeting Date: 4/2/15 Time Needed: N/A (Consent Agenda)

Department: 25 - County Human Services Division: DCHS Administration

Contact(s): Rob Kodiriy

Phone: (503) 988-6569 Ext. 86569 I/O Address 167/240

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-41-15, authorizing staffing adjustments resulting from the reclassification of ten positions in the DCHS Business Services and Contracts units.

#### 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.

Currently over 60% of DCHS FY15 Budget is for Contracted Services; DCHS has over 100 funding streams and operates about 90 information systems. DCHS Business Services and Contracts workforce is about 4% of DCHS while cost is about 2% of the department budget. DCHS Business Services has been significantly under staffed for the last few years. Although, revenues grew, Business Services staffing and structure remained unchanged. From FY2013 DCHS grew almost \$40M, more than half of which came through MHASD growth. As MHASD transitions to the Health Department we still anticipate about 10% additional growth in what remains with DCHS. Several County Internal Audits conducted for the FY 2008-13 further support this need. Other reasons include changing of Federal and State regulations, where fund allocation authority is shifting from them to us. Implementation of the DCHS Strategic Business Plan, Succession Planning and Workforce Development also necessitate major reorganization in PO 25002 Business Services and PO 25003 Contracts Unit. These changes will accomplish the following: implementing policies and procedures that result in consistent and equitable contract administration practices; high

quality and accountable service delivery and integration of client financial data systems throughout DCHS and the County; administrative simplification and sustainability - establish a monitoring process to ensure consistency and compliance with business procedures and policies, and increase technical proficiency to improve financial and business services to all stakeholders; and establish responsive staffing structure to meet current and future DCHS needs. These changes also address transition of MHASD to Health Department. Overall, we aim to accomplish better financial monitoring, compliance with changing rules and regulations, contract execution and payment monitoring for vendors and individuals receiving direct services, financial risk management and cost controls, financial data consolidation among multiple systems.

This budget modification reflects a series of HR Class/Comp decisions approving reclassification requests initiated by management in program offers 25002 – Business Services and 25003 – Contracts, all with effective dates of 04-01-15.

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

The total impact on the current FY15 fiscal year budget for DCHS Business Services is an increase in personnel costs of \$11,460. The budget for Professional Services and Travel/Training in the DCHS Business Services program offer will be decreased by \$10,531 and \$929, respectively to offset the increased personnel costs. Subsequent fiscal year personnel cost increases for seven of the positions will be determined by approved merit and COLA increases, and will be absorbed within the DCHS Administration division's budget while the cost of three of the positions will be part of the Health Department's budget effective 07-01-15. Service reimbursement from the Federal/State fund to the Risk Management fund will increase by \$1,707.

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

N/A

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

N/A

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**Budget Modification**

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**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 bottom-line impact to the Department of County Human Services' budget as a result of these reclassifications.

Service reimbursement from the Federal/State fund to the Risk Management fund will increase by \$1,707.

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

This budget modification implements the various decisions from HR Class/Comp following management requests to reclassify ten positions within the DCHS Business Services and

Contracts units in order to accurately reflect the actual functions and duties of the positions involved post reorganization.

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

Yes. The following personnel actions will be initiated with the approval of this budget modification. All reclassified positions are in the FY16 Requested budget:

1. Position 708916 – reclassify from Contract Specialist (6015) to Procurement Analyst Senior (6111); HR Class/Comp #2703; Program Offer 25003.
2. Position 706416 – reclassify from Contract Specialist (6015) to Procurement Analyst Senior (6111) HR Class/Comp #2704; Program Offer 25003. This position will transition to the Health Department beginning FY16.
3. Position 705556 – reclassify from Contract Specialist (6015) to Contract Specialist Senior (6031) HR Class/Comp #2705; Program Offer 25003.
4. Position 701643 – reclassify from Contract Specialist (6015) to Contract Specialist Senior (6031) HR Class/Comp #2706; Program Offer 25003. This position will transition to the Health Department beginning FY16.
5. Position 713673 – reclassify from Finance Specialist 1 (6029) to Finance Specialist 2 (6030) HR Class/Comp #2707; Program Offer 25002.
6. Position 709606 – reclassify from Finance Specialist 2 (6030) to Finance Specialist Senior (6032) HR Class/Comp #2708; Program Offer 25002.
7. Position 713124 – reclassify from Finance Supervisor (9335) to Finance Manager (9336) HR Class/Comp #2710; Program Offer 25002.
8. Position 713123 – reclassify from Finance Supervisor (9335) to Finance Manager (9336) HR Class/Comp #2711; Program Offer 25002.
9. Position 702851 – reclassify from Finance Specialist Senior (6032) to Budget Analyst (6026) HR Class/Comp #2712; Program Offer 25002. This position will transition to the Health Department beginning FY16.
10. Position 704654 – reclassify from Office Assistant Senior (6002) to Operations Supervisor (9025) HR Class/Comp #2713; Program Offer 25002.

**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

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**Required Signature**

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**Elected Official or  
Dept. Director:** Liesl Wendt /s/

**Date:** 3/12/15

**Budget Analyst:** Jennifer Unruh /s/

**Date:** 3/17/15

**Department HR:** Chris Radzom /s/

**Date:** 3/10/15

**Countywide HR:** Susan Mullett /s/

**Date:** 3/9/15

## Exp/Rev/FTE - Budget Modification

Budget Year: 2015

Budget Modification: DCHS-41-15

### 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	25002-15	1000	26-10	0040	CHSBS.FIN.CGF	60000 - Permanent	414,514	415,975	1,460	
2	25002-15	1000	26-10	0040	CHSBS.FIN.CGF	60130 - Salary Related Expns	133,457	133,928	470	
3	25002-15	1000	26-10	0040	CHSBS.FIN.CGF	60140 - Insurance Benefits	124,732	125,100	369	
4	25002-15	1000	26-10	0040	CHSBS.FIN.CGF	60170 - Professional Svcs	70,989	66,294	(4,695)	
5	25002-15	1000	26-10	0040	CHSBS.FIN.IND1000	60000 - Permanent	515,810	517,967	2,157	
6	25002-15	1000	26-10	0040	CHSBS.FIN.IND1000	60130 - Salary Related Expns	164,407	165,174	767	
7	25002-15	1000	26-10	0040	CHSBS.FIN.IND1000	60140 - Insurance Benefits	159,685	160,084	400	
8	25002-15	1000	26-10	0040	CHSBS.FIN.IND1000	60260 - Travel & Training	3,617	2,688	(929)	
<b>1000 Total</b>										<b>0</b>
9	25002-15	26090	26-10	0040	CHSBS.FIN.TITLEXIX	60000 - Permanent	374,947	377,705	2,758	
10	25002-15	26090	26-10	0040	CHSBS.FIN.TITLEXIX	60130 - Salary Related Expns	121,816	122,758	942	
11	25002-15	26090	26-10	0040	CHSBS.FIN.TITLEXIX	60140 - Insurance Benefits	108,098	108,785	688	
12	25002-15	26090	26-10	0040	CHSBS.FIN.TITLEXIX	60170 - Professional Svcs	10,200	5,813	(4,387)	
<b>26090 Total</b>										<b>0</b>
13	25002-15	80001	26-10	0040	CHSBS.FIN.LA	60000 - Permanent	191,634	192,511	878	
14	25002-15	80001	26-10	0040	CHSBS.FIN.LA	60130 - Salary Related Expns	60,854	61,176	322	
15	25002-15	80001	26-10	0040	CHSBS.FIN.LA	60140 - Insurance Benefits	62,326	62,577	251	
16	25002-15	80001	26-10	0040	CHSBS.FIN.LA	60170 - Professional Svcs	4,000	2,550	(1,450)	
<b>80001 Total</b>										<b>0</b>
<b>26-10 Total</b>										<b>1</b>
<b>Program Offer Number 25002-15 Total</b>										<b>1</b>
17	25003-15	1000	26-10	0040	CHSBS.CNT.CGF	60000 - Permanent	583,868	583,868	0	

**Exp/Rev/FTE - Budget Modification**

Budget Year: 2015

Budget Modification: DCHS-41-15

Line No.	Program Offer Number	Fund Code	Fund Center	Func. Area	Cost Object	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
18	25003-15	1000	26-10	0040	CHSBS.CNT.CGF	60130 - Salary Related Expns	190,242	190,242	0	
19	25003-15	1000	26-10	0040	CHSBS.CNT.CGF	60140 - Insurance Benefits	176,685	176,684	(1)	
1000 Total										0
26-10 Total										0
Program Offer Number 25003-15 Total										0
20	72020-15	3500	72-80	0020	705210	50316 - Svc Rmb Med/Dental	(67,798,300)	(67,800,007)	(1,707)	
21	72020-15	3500	72-80	0020	705210	60330 - Claims Paid	4,801,857	4,803,564	1,707	
3500 Total										0
72-80 Total										0
Program Offer Number 72020-15 Total										0

## Exp/Rev/FTE - Budget Modification

Budget Year: 2015

Budget Modification: DCHS-41-15

### Annualized Personnel Changes

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

Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Annualized			
							Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
701643	6015	Contract Specialist	63197	1000	CHSBS.CNT.CGF	(1.00)	(63,720)	(20,951)	(18,453)	(103,125)
701643	6031	Contract Specialist/Sr	63197	1000	CHSBS.CNT.CGF	1.00	64,963	21,360	18,537	104,860
702851	6026	Budget Analyst	66937	1000	CHSBS.FIN.IND1000	0.18	10,190	3,175	3,235	16,600
702851	6026	Budget Analyst	66937	80001	CHSBS.FIN.LA	0.82	46,419	14,464	14,738	75,622
702851	6032	Finance Specialist/Sr	66937	1000	CHSBS.FIN.IND1000	(0.18)	(10,190)	(3,175)	(3,235)	(16,600)
702851	6032	Finance Specialist/Sr	66937	80001	CHSBS.FIN.LA	(0.82)	(46,419)	(14,464)	(14,738)	(75,622)
704654	6002	Office Assistant/Sr	66937	1000	CHSBS.FIN.IND1000	(0.46)	(18,206)	(5,673)	(7,739)	(31,618)
704654	6002	Office Assistant/Sr	66937	80001	CHSBS.FIN.LA	(0.18)	(7,124)	(2,220)	(3,028)	(12,372)
704654	6002	Office Assistant/Sr	66937	26090	CHSBS.FIN.TITLEXIX	(0.36)	(14,248)	(4,440)	(6,056)	(24,745)
704654	9025	Operations Supervisor	66937	1000	CHSBS.FIN.IND1000	0.46	21,754	6,996	7,978	36,729
704654	9025	Operations Supervisor	66937	80001	CHSBS.FIN.LA	0.18	8,513	2,738	3,122	14,372
704654	9025	Operations Supervisor	66937	26090	CHSBS.FIN.TITLEXIX	0.36	17,025	5,475	6,244	28,744
705556	6015	Contract Specialist	63197	1000	CHSBS.CNT.CGF	(1.00)	(63,720)	(20,951)	(18,453)	(103,125)
705556	6031	Contract Specialist/Sr	63197	1000	CHSBS.CNT.CGF	1.00	64,963	21,360	18,537	104,860
706416	6015	Contract Specialist	63197	1000	CHSBS.CNT.CGF	(1.00)	(63,720)	(20,951)	(18,453)	(103,125)
706416	6111	Procurement Analyst/Sr	63197	1000	CHSBS.CNT.CGF	1.00	58,300	19,169	18,087	95,556
708916	6015	Contract Specialist	63197	1000	CHSBS.CNT.CGF	(1.00)	(53,570)	(16,692)	(17,768)	(88,030)
708916	6111	Procurement Analyst/Sr	63197	1000	CHSBS.CNT.CGF	1.00	58,300	18,166	18,087	94,554
709606	6030	Finance Specialist 2	65287	1000	CHSBS.FIN.IND1000	(0.50)	(26,400)	(8,226)	(8,858)	(43,484)
709606	6030	Finance Specialist 2	65287	80001	CHSBS.FIN.LA	(0.50)	(26,400)	(8,226)	(8,858)	(43,484)

**Exp/Rev/FTE - Budget Modification**

Budget Year: 2015

Budget Modification: DCH5-41-15

Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	Annualized				
						FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
709606	6032	Finance Specialist/Sr	65287	1000	CHSBS.FIN.IND1000	0.50	29,150	9,083	9,044	47,277
709606	6032	Finance Specialist/Sr	65287	80001	CHSBS.FIN.LA	0.50	29,150	9,083	9,044	47,277
713123	9335	Finance Supervisor	65288	1000	CHSBS.FIN.IND1000	(0.51)	(40,286)	(13,649)	(9,937)	(63,872)
713123	9335	Finance Supervisor	65288	80001	CHSBS.FIN.LA	(0.13)	(10,269)	(3,479)	(2,533)	(16,281)
713123	9335	Finance Supervisor	65288	26090	CHSBS.FIN.TITLEXIX	(0.36)	(28,437)	(9,635)	(7,014)	(45,086)
713123	9336	Finance Manager	65288	1000	CHSBS.FIN.IND1000	0.51	40,562	13,743	9,955	64,260
713123	9336	Finance Manager	65288	80001	CHSBS.FIN.LA	0.13	10,339	3,503	2,538	16,380
713123	9336	Finance Manager	65288	26090	CHSBS.FIN.TITLEXIX	0.36	28,632	9,701	7,027	45,360
713124	9335	Finance Supervisor	65287	1000	CHSBS.FIN.CGF	(0.51)	(38,943)	(12,524)	(9,846)	(61,314)
713124	9335	Finance Supervisor	65287	80001	CHSBS.FIN.LA	(0.13)	(9,927)	(3,192)	(2,510)	(15,629)
713124	9335	Finance Supervisor	65287	26090	CHSBS.FIN.TITLEXIX	(0.36)	(27,489)	(8,841)	(6,950)	(43,280)
713124	9336	Finance Manager	65287	1000	CHSBS.FIN.CGF	0.51	39,211	12,610	9,864	61,685
713124	9336	Finance Manager	65287	80001	CHSBS.FIN.LA	0.13	9,995	3,214	2,514	15,724
713124	9336	Finance Manager	65287	26090	CHSBS.FIN.TITLEXIX	0.36	27,678	8,901	6,963	43,543
713673	6029	Finance Specialist 1	65288	1000	CHSBS.FIN.CGF	(0.54)	(26,366)	(8,216)	(9,422)	(44,003)
713673	6029	Finance Specialist 1	65288	80001	CHSBS.FIN.LA	(0.46)	(22,460)	(6,998)	(8,026)	(37,484)
713673	6030	Finance Specialist 2	65288	1000	CHSBS.FIN.CGF	0.54	27,981	8,719	9,531	46,231
713673	6030	Finance Specialist 2	65288	80001	CHSBS.FIN.LA	0.46	23,836	7,427	8,119	39,382
Total Annualized Changes:						0.00	\$19,067	\$6,384	\$1,287	\$26,738



**Exp/Rev/FTE - Budget Modification**

Budget Year: 2015

Budget Modification: DCHS-41-15

**Current Year Personnel Changes**

Cost/savings that will take place in this FY; these explain the actual dollar amounts being changed by this BudMod.

Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Current Year			
							Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
701643	6015	Contract Specialist	63197	1000	CHSBS.CNT.CGF	(0.25)	(15,930)	(5,238)	(4,613)	(25,781)
701643	6031	Contract Specialist/Sr	63197	1000	CHSBS.CNT.CGF	0.25	16,241	5,340	4,634	26,215
702851	6026	Budget Analyst	66937	1000	CHSBS.FIN.IND1000	0.05	2,547	794	809	4,150
702851	6026	Budget Analyst	66937	80001	CHSBS.FIN.LA	0.21	11,605	3,616	3,684	18,905
702851	6032	Finance Specialist/Sr	66937	1000	CHSBS.FIN.IND1000	(0.05)	(2,547)	(794)	(809)	(4,150)
702851	6032	Finance Specialist/Sr	66937	80001	CHSBS.FIN.LA	(0.21)	(11,605)	(3,616)	(3,684)	(18,905)
704654	6002	Office Assistant/Sr	66937	1000	CHSBS.FIN.IND1000	(0.12)	(5,318)	(1,657)	(1,986)	(8,962)
704654	6002	Office Assistant/Sr	66937	80001	CHSBS.FIN.LA	(0.05)	(2,081)	(648)	(777)	(3,507)
704654	6002	Office Assistant/Sr	66937	26090	CHSBS.FIN.TITLEXIX	(0.09)	(4,162)	(1,297)	(1,555)	(7,014)
704654	9025	Operations Supervisor	66937	1000	CHSBS.FIN.IND1000	0.12	5,439	1,749	1,995	9,182
704654	9025	Operations Supervisor	66937	80001	CHSBS.FIN.LA	0.05	2,128	684	780	3,593
704654	9025	Operations Supervisor	66937	26090	CHSBS.FIN.TITLEXIX	0.09	4,256	1,369	1,561	7,186
705556	6015	Contract Specialist	63197	1000	CHSBS.CNT.CGF	(0.25)	(15,930)	(5,238)	(4,613)	(25,781)
705556	6031	Contract Specialist/Sr	63197	1000	CHSBS.CNT.CGF	0.25	16,241	5,340	4,634	26,215
706416	6015	Contract Specialist	63197	1000	CHSBS.CNT.CGF	(0.25)	(15,930)	(5,238)	(4,613)	(25,781)
706416	6111	Procurement Analyst/Sr	63197	1000	CHSBS.CNT.CGF	0.25	14,575	4,792	4,522	23,889
708916	6015	Contract Specialist	63197	1000	CHSBS.CNT.CGF	(0.25)	(13,601)	(4,238)	(4,456)	(22,295)
708916	6111	Procurement Analyst/Sr	63197	1000	CHSBS.CNT.CGF	0.25	14,575	4,542	4,522	23,638
709606	6030	Finance Specialist 2	65287	1000	CHSBS.FIN.IND1000	(0.13)	(7,554)	(2,354)	(2,279)	(12,187)
709606	6030	Finance Specialist 2	65287	80001	CHSBS.FIN.LA	(0.13)	(7,554)	(2,354)	(2,279)	(12,187)

**Exp/Rev/FTE - Budget Modification**

Budget Year: 2015

Budget Modification: DCHS-41-15

Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Current Year			
							Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
709606	6032	Finance Specialist/Sr	65287	1000	CHSBS.FIN.IND1000	0.13	7,288	2,271	2,261	11,819
709606	6032	Finance Specialist/Sr	65287	80001	CHSBS.FIN.LA	0.13	7,288	2,271	2,261	11,819
713123	9335	Finance Supervisor	65288	1000	CHSBS.FIN.IND1000	(0.13)	(17,630)	(5,973)	(2,994)	(26,597)
713123	9335	Finance Supervisor	65288	80001	CHSBS.FIN.LA	(0.03)	(4,494)	(1,523)	(763)	(6,780)
713123	9335	Finance Supervisor	65288	26090	CHSBS.FIN.TITLEXIX	(0.09)	(12,445)	(4,216)	(2,114)	(18,775)
713123	9336	Finance Manager	65288	1000	CHSBS.FIN.IND1000	0.13	10,141	3,436	2,489	16,065
713123	9336	Finance Manager	65288	80001	CHSBS.FIN.LA	0.03	2,585	876	634	4,095
713123	9336	Finance Manager	65288	26090	CHSBS.FIN.TITLEXIX	0.09	7,158	2,425	1,757	11,340
713124	9335	Finance Supervisor	65287	1000	CHSBS.FIN.CGF	(0.13)	(16,287)	(5,238)	(2,904)	(24,429)
713124	9335	Finance Supervisor	65287	80001	CHSBS.FIN.LA	(0.03)	(4,152)	(1,335)	(740)	(6,227)
713124	9335	Finance Supervisor	65287	26090	CHSBS.FIN.TITLEXIX	(0.09)	(11,497)	(3,697)	(2,050)	(17,244)
713124	9336	Finance Manager	65287	1000	CHSBS.FIN.CGF	0.13	9,803	3,153	2,466	15,421
713124	9336	Finance Manager	65287	80001	CHSBS.FIN.LA	0.03	2,499	804	629	3,931
713124	9336	Finance Manager	65287	26090	CHSBS.FIN.TITLEXIX	0.09	6,920	2,225	1,741	10,886
713673	6029	Finance Specialist 1	65288	1000	CHSBS.FIN.CGF	(0.14)	(6,591)	(2,054)	(2,355)	(11,001)
713673	6029	Finance Specialist 1	65288	80001	CHSBS.FIN.LA	(0.12)	(5,615)	(1,750)	(2,006)	(9,371)
713673	6030	Finance Specialist 2	65288	1000	CHSBS.FIN.CGF	0.14	6,995	2,180	2,383	11,558
713673	6030	Finance Specialist 2	65288	80001	CHSBS.FIN.LA	0.12	5,959	1,857	2,030	9,846
Total Current FY Changes:						0.00	(\$26,683)	(\$8,735)	(\$1,801)	(\$37,220)