



**Multnomah County
Agenda Placement Request
Budget Modification**

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS

AGENDA # C-3 DATE 4/27/17
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 4/27/17
Agenda Item #: C.3
Est. Start Time: 9:30 a.m.
Date Submitted: 4/17/17

Agenda Title: BUDGET MODIFICATION # DCHS-11-17: Reclassification of Office Assistant 2 in DDS to Program Technician

Requested Meeting Date: 4/27/17 Time Needed: N/A (Consent Agenda)
Department: 25 - County Human Services Division: Developmental Disabilities
Contact(s): Elizabeth Mchugh
Phone: 503-988-6119 Ext. 86119 I/O Address 167/1/610

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-11-17 authorizing the reclassification of a full-time Office Assistant 2 position, along with the incumbent, to a Program Technician in Program Offer 25010– DD Administration and Support as determined by HR Class/Comp reclassification request #3705.

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.

The Office Assistant 2 position in the DD Administration and Support program offer 25010 was submitted to and approved by HR Class/Comp for reclassification to a Program Technician by an employee-initiated request. This was the result of a gradual assumption of higher level duties and responsibilities since August 2016. The position has been assigned additional tasks regarding the processing and tracking of criminal checks for personal support workers, as well as technical assistance, training, and problem solving related to all steps of credentialing and payment. This position is responsible for assisting in the design and maintenance of the tracking system for all DD Plan of Care documentation; tracking, scheduling, completing, and documenting background checks for all personal support workers; reviewing applications, verifying identities, and issuing fingerprint information; acting on the results of the background checks to ensure compliance with OARs; updating the background check database and managing data systems changes for county and statewide databases and eXPRS data systems.

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

The pay scale for the Program Technician position is higher than that of an Office Assistant 2 and the effective date of the reclassification is September 27, 2016. This will result in a total current fiscal year budget increase in personnel costs for the DD Administration & Support unit of \$6,676. The budget for Supplies expense will be reduced by \$7,255 to offset the increased personnel costs and related indirect expense (central & department) of \$579. Subsequent fiscal year personnel costs will increase \$8,903 per annum plus any approved merit and COLA increases and will be absorbed within the division's budget.

A Budget Amendment will be submitted for this reclassification and will become either a part of the overall county staffing amendment for FY18 or a stand-alone department staffing amendment

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

N/A

5. Explain any citizen or other government participation.

N/A

Budget Modification

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).

There is no change in revenue.

7. What budgets are increased/decreased?

There is a neutral impact to the DD Administration & Support budget as a result of this reclassification.

The service reimbursement to the Risk Management fund will increase by \$328 (insurance).

The service reimbursement to the general fund Contingency will increase by \$176 (central indirect revenue).

The Director's Office budget for Supplies will increase by \$403 (department indirect revenue).

8. What do the changes accomplish?

This budget modification implements the decision from HR Class/Comp to reclassify a full-time Office Assistant 2 position, and the incumbent, to a Program Technician in order to accurately reflect the actual functions and evolving duties of the position involved.

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

Yes. The approval of this budget modification will result in reclassifying a full-time position in the DD Administration & Support unit from an Office Assistant 2 to a Program Technician as determined by the Class/Comp unit of Central Human Resources.

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

Required Signature

**Elected Official or
Dept. Director:** _____

Date: _____

Budget Analyst: _____

Date: _____

Department HR: _____

Date: _____

Countywide HR: _____

Date: _____

Exp/Rev/FTE - Budget Modification

Budget Year: 2017

Budget Modification: DCHS-11-17

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	25000-17	1000	26-10	0040	CHSDO.IND1000	50370 - Dept Indirect Rev	(156,084)	(156,487)	(403)	
2	25000-17	1000	26-10	0040	CHSDO.IND1000	60240 - Supplies	52,340	52,743	403	
1000 Total										0
26-10 Total										0
Program Offer Number 25000-17 Total										0
3	25010-17	80001	20-50	0040	DD10 ADM LA	50190 - IG-OP-Fed Thru St	(1,618,097)	(1,610,842)	7,255	
4	25010-17	80001	20-50	0040	DD10 ADM LA	60240 - Supplies	38,371	31,116	(7,255)	
5	25010-17	80001	20-50	0040	DD10 PAR LA	50190 - IG-OP-Fed Thru St	(564,702)	(571,957)	(7,255)	
6	25010-17	80001	20-50	0040	DD10 PAR LA	60000 - Permanent	245,289	250,146	4,857	
7	25010-17	80001	20-50	0040	DD10 PAR LA	60130 - Salary Related Expns	75,897	77,388	1,491	
8	25010-17	80001	20-50	0040	DD10 PAR LA	60140 - Insurance Benefits	106,562	106,890	328	
9	25010-17	80001	20-50	0040	DD10 PAR LA	60350 - Central Indirect	11,293	11,469	176	
10	25010-17	80001	20-50	0040	DD10 PAR LA	60355 - Dept Indirect	25,836	26,239	403	
80001 Total										0
20-50 Total										0
Program Offer Number 25010-17 Total										0
11	72020-17	3500	72-80	0020	705210	50316 - Svc Rmb Med/Dental	(78,397,318)	(78,397,646)	(328)	
12	72020-17	3500	72-80	0020	705210	60330 - Claims Paid	12,945,971	12,946,299	328	
3500 Total										0
72-80 Total										0
Program Offer Number 72020-17 Total										0
13	95000-17	1000	19	0020	9500001000	60470 - Contingency	11,056,639	11,056,815	176	
1000 Total										176
19 Total										176
Program Offer Number 95000-17 Total										176
14	95001-17	1000	19	0020	9500001000	50310 - Intl Svc Reimburse	(6,100,128)	(6,100,304)	(176)	

Exp/Rev/FTE - Budget Modification

Budget Year: 2017

Budget Modification: DCHS-11-17

1000 Total							(176)
19 Total							(176)
Program Offer Number 95001-17 Total							(176)

Exp/Rev/FTE - Budget Modification

Budget Year: 2017

Budget Modification: DCHS-11-17

Annualized Personnel Changes

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

						Annualized				
Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	(60000)	Fringe (60130)	(60140)	Total
717638	6001	Office Assistant 2	65375	80001	DD10 PAR LA	(1.00)	(33,740)	(10,362)	(17,278)	(61,380)
717638	6020	Program Technician	65375	80001	DD10 PAR LA	1.00	40,216	12,351	17,716	70,283
Total Annualized Changes:						0.00	\$6,476	\$1,989	\$438	\$8,903

Current Year Personnel Changes

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

						Current Year				
Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	(60000)	Fringe (60130)	(60140)	Total
717638	6001	Office Assistant 2	65375	80001	DD10 PAR LA	(0.75)	(25,305)	(7,772)	(12,959)	(46,036)
717638	6020	Program Technician	65375	80001	DD10 PAR LA	0.75	30,162	9,263	13,287	52,712
Total Current FY Changes:						0.00	\$4,857	\$1,491	\$328	\$6,676