



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(revised 12/31/09)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C-2 DATE 4/1/10
LYNDA GROW, BOARD CLERK

Board Clerk Use Only

Meeting Date: 4/1/10
Agenda Item #: C-2
Est. Start Time: 10:00 am
Date Submitted: 3/25/10

BUDGET MODIFICATION: DCHS - 30

BUDGET MODIFICATION DCHS-30, Reclassify one 1.00 FTE Data Technician to a Data Analyst in the Mental Health & Addiction 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: N/A

Department: County Human Services Division: Mental Health and Addiction Services

Contact(s): Kathy Tinkle

Phone: 988-3691 Ext. 26858 I/O Address: 167/620

Presenter(s): Consent Agenda

General Information

1. What action are you requesting from the Board?

The Department of County Human Services recommends approval of budget modification DCHS-30, which reclassifies one 1.00 FTE Data Technician to a Data Analyst in the Mental Health and Addiction Services Division (MHASD) Business Operations Unit, 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.

MHASD management initiated the reclassification request. In Program Offer 25054, Business

Operations, 1.00 FTE Data Technician is being reclassified to Data Analyst. Class/Comp reviewed the duties and responsibilities of this position and determined that the responsibilities as outlined in the position description best fit the criteria for Data Analyst (6073) rather than Data Technician (6073).

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

The position pay grade for Data Analyst is \$23.16 (step 1) versus Data Technician \$18.27 (step 1) and the reclassification is retroactive to August 5, 2009. The current year fiscal impact are additional personnel charges of \$12,784, which will be covered by reclassifying budgeted Premium expenses (60120) that are not being incurred in FY10.

Personnel costs will continue to increase over time, as the pay scale for the Data Analyst is higher than a Data Technician. This position will continue to be funded by OHP (Medicaid) to oversee data collection and report creation. These reports will be utilized to promote sound management decisions to increase mental health services to Verity insured adults & children.

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?**

N/A

- **What do the changes accomplish?**

Approval of a classification decision from Human Resources Class/Comp unit to reclassify the Data Technician to a Data Analyst better reflects the 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 one 1.00 FTE position in MHASD from a Data Technician to a Data Analyst, 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?**

The OHP/Medicaid funding is received via monthly premiums based on currently enrolled Verity members.

- **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

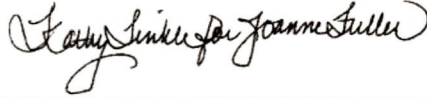
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|---|
| <p><i>NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.</i></p> |
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ATTACHMENT B

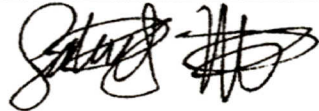
BUDGET MODIFICATION: DCHS - 30

Required Signatures

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



Date: 03/18/10

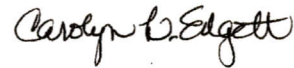


3/17/2010

Budget Analyst:

Date: _____

Department HR:



Date: 03/19/20



March 24, 2010

Countywide HR:

Date: _____

Budget Modification ID: **DCHS-30****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: 2010

| 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 | 3002 | 25054 | 40 | | | MA SA BA 1 XIX | 60000 | 253,589 | 262,821 | 9,232 | | Permanent |
| 2 | 20-80 | 3002 | 25054 | 40 | | | MA SA BA 1 XIX | 60130 | 76,031 | 78,936 | 2,905 | | Salary Related |
| 3 | 20-80 | 3002 | 25054 | 40 | | | MA SA BA 1 XIX | 60140 | 80,618 | 81,265 | 647 | | Insurance Benefits |
| 4 | 20-80 | 3002 | 25054 | 40 | | | MA SA BA 1 XIX | 60120 | 17,683 | 4,899 | (12,784) | | Premium |
| 5 | | | | | | | | | | 0 | | | |
| 6 | | | | | | | | | | 0 | | | |
| 7 | | | | | | | | | | 0 | | | |
| 8 | | | | | | | | | | 0 | | | |
| 9 | | | | | | | | | | 0 | | | |
| 10 | | | | | | | | | | 0 | | | |
| 11 | | | | | | | | | | 0 | | | |
| 12 | | | | | | | | | | 0 | | | |
| 13 | | | | | | | | | | 0 | | | |
| 14 | | | | | | | | | | 0 | | | |
| 15 | | | | | | | | | | 0 | | | |
| 16 | | | | | | | | | | 0 | | | |
| 17 | | | | | | | | | | 0 | | | |
| 18 | | | | | | | | | | 0 | | | |
| 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 CHANGEChange on a full year basis even though this action affects only a part of the fiscal year (FY).

| | | | | | | | ANNUALIZED | | | |
|--------------------------|-------|--------|----------------|-----------------|-----------------|--------|------------|----------|----------|----------|
| Fund | Job # | HR Org | CC/WBS/IO | Position Title | Position Number | FTE | BASE PAY | FRINGE | INSUR | TOTAL |
| 3002 | 6074 | 63314 | MA SA BA 1 XIX | Data Technician | 712028 | (1.00) | (38,148) | (12,005) | (13,976) | (64,129) |
| 3002 | 6073 | 63314 | MA SA BA 1 XIX | Data Analyst | 712028 | 1.00 | 48,358 | 15,218 | 14,691 | 78,267 |
| | | | | | | | | | | 0 |
| | | | | | | | | | | 0 |
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| | | | | | | | | | | 0 |
| TOTAL ANNUALIZED CHANGES | | | | | | 0.00 | 10,210 | 3,213 | 715 | 14,138 |

CURRENT YEAR PERSONNEL DOLLAR CHANGECalculate 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 |
| 3002 | 6074 | 63314 | MA SA BA 1 XIX | Data Technician | 712028 | (0.90) | (34,494) | (10,855) | (12,637) | (57,986) |
| 3002 | 6073 | 63314 | MA SA BA 1 XIX | Data Analyst | 712028 | 0.90 | 43,726 | 13,760 | 13,284 | 70,770 |
| | | | | | | | | | | 0 |
| | | | | | | | | | | 0 |
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| | | | | | | | | | | 0 |
| | | | | | | | | | | 0 |
| TOTAL CURRENT FY CHANGES | | | | | | 0.00 | 9,232 | 2,905 | 647 | 12,784 |

| FM Side | | | PS/CO Side | | | Cost Element/Commitment | |
|--|--------------|-----------------|----------------|-------------|-------------|-------------------------|--|
| FM Fund Center | FM Fund Code | Functional Area | Internal Order | Cost Center | WBS Element | Item | Notes |
| General Fund Contingency | | | | 9500001000 | | 60470 | Reduce available General Fund Contingency |
| 19 | 1000 | 0020 | | xxx | xxx | xxxxx | Increase Expenditure |
| xx-xx | xxxxx | 0020 | | | | | |
| Indirect Central | | | | | | | |
| xx-xx | xxxxx | | | | xxx | 60350 | Indirect Expenditure |
| 19 | 1000 | 0020 | | 9500001000 | | 50310 | Indirect reimbursement revenue in General Fund |
| 19 | 1000 | 0020 | | 9500001000 | | 60470 | CGF Contingency expenditure |
| Departmental | | | | | | | |
| xxx | xxxxx | | | | xxx | 60355 | Indirect Department Expenditure |
| xx-xx | 1000 | | | xxx | xxx | 50370 | Indirect Dept reimbursement revenue in General Fund |
| xx-xx | 1000 | | | xxx | xxx | xxx | Off setting Dept expenditure in General Fund |
| Telecommunications | | | | | | | |
| xx-xx | xxxxx | | | | xxx | 60370 | Departmental telecommunication expenditure |
| 72-60 | 3503 | 0020 | | 709525 | | 50310 | Budgets receipt of reimbursement |
| 72-60 | 3503 | 0020 | | 709525 | | 60200 | Budgets offsetting expenditure in telecommunications fund |
| Data Processing | | | | | | | |
| xx-xx | xxxxx | | | | xxx | 60380 | Departmental data processing expenditures |
| 72-60 | 3503 | 0020 | | 709000 | | 50310 | Budgets receipt of Data Processing reimbursement |
| 72-60 | 3503 | 0020 | | 709000 | | 60240 | Budgets offsetting expenditures |
| PC Flat Fee (Flat Fee is no longer in effect for most Departments beginning in FY 2007) | | | | | | | |
| xx-xx | xxxxx | | | | xxx | 60390 | Departmental PC Flat Fee expenditure |
| | | | | between | | | |
| | | | | 709201 & | | | |
| 72-60 | 2508 | 0020 | | 709211 | | 50310 | Budgets receipt of PC Flat Fee |
| | | | | between | | | |
| | | | | 709201 & | | | |
| 72-60 | 2508 | 0020 | | 709211 | | 60240 | Budgets offsetting expenditure |
| Electronic Service Reimbursement | | | | | | | |
| xx-xx | xxxxx | | | | | 60420 | Departmental Electronics expenditure |
| 72-55 | 3501 | 0020 | | 904200 | | 50310 | Receipt of Electronics service reimbursement |
| 72-55 | 3501 | 0020 | | 904200 | | 60240 | Budgets offsetting expenditure |
| Motor Pool | | | | | | | |
| xx-xx | xxxxx | | | | xxx | 60410 | Departmental Motor Pool expenditure |
| 72-55 | 3501 | 0020 | | 904100 | | 50310 | Budgets receipt of Motor Pool service reimbursement |
| 72-55 | 3501 | 0020 | | 904100 | | 60240 | Budgets offsetting expenditure |
| Building Management | | | | | | | |
| xx-xx | xxxxx | | | | xxx | 60430 | Departmental Building Management expenditure |
| 72-50 | 3505 | 0020 | | 902575 | | 50310 | Budgets receipt of Building Management service reimbursement |
| 72-50 | 3505 | 0020 | | 902575 | | 60170 | Budgets offsetting expenditure |
| Insurance Service Reimbursement | | | | | | | |
| xx-xx | xxxxx | | | | | 60140 or 60145 | Departmental Insurance expenditure |
| 72-10 | 3500 | 0020 | | 705210 | | 50316 | Insurance Revenue |
| 72-10 | 3500 | 0020 | | 705210 | | 60330 | Offsetting expenditure |
| Lease Payments to Capital Lease Retirement Fund | | | | | | | |
| xx-xx | xxxxx | | | | | 60450 | Departmental Capital Lease Retirement expenditure |
| | | | | | | | Contact your Budget Analyst to complete this. |
| Mail & Distribution | | | | | | | |
| xx-xx | xxxxx | | | | xxx | 60460 | Mail & Distribution expenditure |
| 72-55 | 3504 | 0020 | | 904400 | | 50310 | Budgets receipt of service reimbursement |
| 72-55 | 3504 | 0020 | | 904400 | | 60230 | Budgets offsetting expenditure |
| Records | | | | | | | |
| xx-xx | xxxxx | | | | xxx | 60460 | Records expenditure |
| 72-55 | 3504 | 0020 | | 904500 | | 50310 | Budgets receipt of service reimbursement |
| 72-55 | 3504 | 0020 | | 904500 | | 60240 | Budgets offsetting expenditure |
| Stores | | | | | | | |
| xx-xx | xxxxx | | | | xxx | 60460 | Stores expenditure |
| 72-55 | 3504 | 0020 | | 904600 | | 50310 | Budgets receipt of service reimbursement |
| 72-55 | 3504 | 0020 | | 904600 | | 60240 | Budgets offsetting expenditure |

How are functional areas assigned to cost objects?

For the most part, functional area is related to what department has recorded the revenue or expenditure (i.e. the District Attorney is reported in Public Safety and Justice). There are some exceptions to this rule that require certain funds to be assigned to a particular functional area, regardless of what department the revenues or expenditures are recorded in.

| Functional Area Assignments ~ Based on Fund | | |
|--|--------------------------------------|-----|
| 1501 – Road Fund | Roads and Bridges | 80 |
| 1502 – Emergency Communications Fund | Community Services | 60 |
| 1503 – Bike Path Fund | Community Services | 60 |
| 1504 – Recreation Fund | Community Services | 60 |
| 1506 – County School Fund | Community Services | 60 |
| 1509 – Willamette River Bridges Fund | Roads and Bridges | 80 |
| 1510 – Library Fund | Library | 70 |
| 1512 – Land Corner Preservation Fund | Roads and Bridges | 80 |
| 2500 – Justice Bond Project Fund | Public Safety and Justice | 50 |
| 2501 – Revenue Bond Project Fund | Community Services | 60 |
| 2502 – SB 1145 Fund | Public Safety and Justice | 50 |
| 2504 – Building Project Fund | Community Services | 60 |
| 2505 – Deferred Maintenance Fund | Community Services | 60 |
| 2506 – Library Construction / 1996 Bonds Fund | Library | 70 |
| 2507 – Capital Improvement Fund | Community Services | 60 |
| 2509 – Asset Preservation Fund | Community Services | 60 |
| 2510 – Library Property Fund | Library | 70 |
| 3000 – Dunthorpe-Riverdale Service Dist #14 Fund | Dunthorpe-Riverdale Service Dist #14 | 500 |
| 3001 – Mid County Service District #1 Fund | Mid County Service District #1 | 510 |
| 3002 – Behavioral Health Managed Care Fund | Behavioral Health Managed Care | 520 |

If a cost object is not in one of the funds listed above, then the functional area should be assigned based on the department that the cost object is in.

| Functional Area Assignments ~ Based on Department (Fund Center) | | |
|---|---------------------------|----|
| Non-Departmental (10, except 10-50) | General Government | 20 |
| Non-Departmental – CCFC (10-50) | Social Services | 40 |
| District Attorney (15) | Public Safety and Justice | 50 |
| Countywide (18 & 19) | General Government | 20 |
| Human Services (20, 25, 26, 30 & 31) | Social Services | 40 |
| School and Community Partnerships (21) | Social Services | 40 |
| Health (40) | Health Services | 30 |
| Community Justice (50) | Public Safety and Justice | 50 |
| Sheriff's Office (60) | Public Safety and Justice | 50 |
| County Management (72) | General Government | 20 |
| Community Services (91) | General Government | 20 |
| Library (80) | Library | 70 |

If you have any questions or comments, please contact Susan Luce in General Ledger at ext. 22138.