



# Multnomah County Agenda Placement Request Budget Modification (FY 2018)

## Board Clerk Use Only

Meeting Date: \_\_\_\_\_

Agenda Item #: \_\_\_\_\_

Est. Start Time: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

**Agenda Title:** BUDGET MODIFICATION # DCHS-08-18: Re-classification of seven full-time positions and incumbents in DCHS

**Requested Meeting Date:** 9/14/17

**Time Needed:** Consent Agenda

**Department:** 25 - County Human Services

**Division:** Youth & Family Services,  
Business Services

**Contact(s):** Rose Bak, Hollie Benjamin

**Phone:** 509-988-7522 **Ext.** 87522 **I/O Address** 167/2/200

**Presenter Name(s) & Title(s):** N/A Consent

## 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-08-18 authorizing the reclassification of seven positions in DCHS.

Youth and Family Services Division (YFS) - The reclassification of two (6001) Office Assistant 2 positions and three (6002) Office Assistant Senior positions to (6020) Program Technicians split between program offers 25119 - Energy Services and 25121 - Weatherization as determined by HR Class Comp reclassification requests #3815-3819.

Program Offer 25002A - Business Services & Operations - The reclassification of a (6030) Finance Specialist 2 to a (6032) Finance Specialist Senior as determined by HR Class Comp reclassification request #3829.

Program Offer 25002B - Business Services and Operations - Joint Office Fiscal Support - The reclassification of a (6030) Finance Specialist 2 to a (6032) Finance Specialist Senior as determined by HR Class Comp reclassification request #3831.

### 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.**

These five filled Energy Services/Weatherization positions were requested for re-classification by management due to the re-evaluation of work complexity and responsibilities. The purpose of these positions are to provide technical and administrative assistance, research, design, implementation, monitoring, and review of low-income Energy Services Programs. Responsibilities include collecting, reviewing, and analyzing data; researching documents attached with applications and determining client eligibility; applying policies and procedures; performing data entry and management of client applications in the state database and county data tracking systems; producing reports for administrators and managers; responding to inquiries and providing information regarding program rules, policies, procedures, and services; coordinating outreach activities and program brochures; issuing work orders, logging and distributing contractor invoices, and monitoring vendor reports; maintaining data tracking systems, client call logs, and appointment scheduling; providing technical assistance and training to contracted community-based agencies; maintaining and overseeing client records, labeling, and archiving; providing energy education and materials to clients and community energy fairs.

HR Class/Comp determined that the (6020) Program Technician classification was the best suited for the duties listed above.

The two Business Services filled position were requested for reclassification by management from Finance Specialist 2 to Finance Specialist Senior as the result of higher level duties involving forecasting, budgeting, and grant renewals being added to the position since February 2017. The purpose of these positions are to independently determine and recommend decisions related to financial analysis, forecasting, and grant reporting requirements.

HR Class/Comp determined that the (6032) Finance Specialist Senior classification was the best suited for the duties listed above.

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

The pay grade for the Program Technician classification is higher than both the Office Assistant 2 and Senior classifications however, only one of the incumbent employees salary is lower than a step 1 of the Program Technician. As a result, the YFS will sustain a current year increase in personnel costs of \$3,395 and \$320 in indirect expenses. The budgets for M&S and weatherization and energy supplies in the YFS will decrease by a total of \$3,715 to offset the increased costs.

The pay grade for the Finance Specialist Senior is higher than the Finance Specialist 2 and the effective date of the reclassification is February 2017. As result , Business Services will sustain a current year increase in personnel costs of \$18,614 and retroactive FY17 personnel costs of \$10,410. The budgets for M&S in Business Services will decrease by a total of \$29,024 to offset the increased costs.

Subsequent fiscal year personnel costs will rise with approved merit and COLA increases and will be absorbed within the division's budget.

Director's Office supply budget will increase by \$255 (Department Indirect).

County General Fund contingency will increase by \$65 (Central Indirect).

The service reimbursement to the Risk Management fund will increase by \$1,557 (insurance).

### **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.

**7. What budgets are increased/decreased?**

Program Offer 25119 - Energy Services remains budget neutral with the \$2,543 increase in personnel expenses and \$320 in indirect expenses being offset by a decrease of the following budgets: \$1,239 M&S, and \$1,624 un-obligated weatherization and energy supply budgets.

Program Offer 25121 - Weatherization remains budget neutral with the increase \$852 in personnel expenses being offset by a decrease of \$852 in the weatherization and energy supply budget.

Program Offer 25002A/B - Business Services and Operations - Joint Office Fiscal Support will remain budget neutral as the \$29,024 increase in personnel expenses will be offset by a decrease of the following budgets: \$12,000 printing, \$6,000 repairs and maintenance, and \$11,024 in supplies.

Program Offer 25000 - Director's Office supply budget will increase by \$255 (Department Indirect).

County General Fund contingency will increase by \$65 (Central Indirect).

The service reimbursement to the Risk Management fund will increase by \$1,557 (insurance).

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

This budget modification implements the decisions of HR Class/Comp to reclassify 2.00 FTE Office Assistant 2 and 3.00 FTE Office Assistant Senior positions in Youth and Family Services to Program Technicians and 2.00 FTE Finance Specialist 2 positions to Finance Specialist Senior in Business Services in order to reflect the actual functions and duties of the positions involved.

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

Yes, positions #714071 and #718260 are reclassified from (6001) Office Assistant 2 to (6020) Program Technician per HR Class Comp requests #3818 and 3815, respectively.

Positions #706881, #709026, and #709336 are reclassified from (6002) Office Assistant Senior to (6020) Program Technician per HR Class Comp requests #3819, #3816, and #3817, respectively.

Positions #717460 and #718259 are reclassified from (6030) Finance Specialist 2 to (6032) Finance Specialist Senior per HR Class Comp request #3829 and #3831, respectively.

**10. If a grant, is 100% of the central and department indirect recovered? If not, please explain why.**

Yes, 100% indirect expenses are recovered on the grant awards.

**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?**

No, this is ongoing revenue renewed annually by the State.

**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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<b>Elected Official or Dept. Director:</b>	_____	<b>Date:</b>	_____
<b>Budget Analyst:</b>	_____	<b>Date:</b>	_____
<b>Department HR:</b>	_____	<b>Date:</b>	_____
<b>Countywide HR:</b>	_____	<b>Date:</b>	_____