



# MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(Revised: 09/23/13)

## Board Clerk Use Only

Meeting Date: 4/17/14  
Agenda Item #: C.2  
Est. Start Time: 9:30 am  
Date Submitted: 4/8/14

**Agenda Title:** **BUDGET MODIFICATION: DCHS14-38 reclassifying a vacant full-time Case Manager Senior position to a Case Manager 1 in Aging & Disability Services.**

*Note: if Contingency, use that form. If item other than a BudMod, please use different APR. : Title should not be more than 2 lines but sufficient to describe the action requested.*

**Requested Meeting Date:** Next Available **Time Needed:** N/A (Consent)  
**Department:** County Human Services **Division:** Aging & Disability  
**Contact(s):** Dana Lloyd  
**Phone:** (503) 988-4073 **Ext.** 84073 **I/O Address:** 167/1/510  
**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 DCHS14-38, authorizing the reclassification of a vacant full-time Case Manager Senior position to a Case Manager 1 in Aging & Disability Services (ADS) as determined by the Class/Comp unit of Central Human Resources, Reclassification Request #2429.

### 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 on a reclassification request initiated by management in Program Offer 25023A – ADS Long Term Care (LTC) Program. ADS submitted the request as the result of revisions to the duties intended for the vacant position. This change is requested as due to changes in the Medicaid delivery system which are creating an influx of eligibility cases. This position will provide eligibility determination service to clients for Medicaid, Oregon Health Plan, and SNAP benefits. Duties include screening and determining eligibility, including maintaining case management files; workload management, including managing a high volume of files that

may include screening and ongoing case management activities; advocacy and information guidance, including providing information about programs and benefits; and working with community partners.

Human Resources Class/Comp reviewed the responsibilities of this position and concluded: *"The Case Manager 1 classification .... is a good match as the focus is on eligibility determination."*

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

The pay scale for the Case Manager 1 position is lower than that of an Case Manager Senior. The effective date of this reclassification is February 28, 2014. This will result in a current fiscal year budget decrease in personnel costs of \$4,859. The budget for Supplies in ADS's LTC East branch will be increased by a like amount to offset the decreased personnel costs. Subsequent fiscal year personnel costs will decrease \$14,723 per annum plus any approved merit and COLA increases and will be absorbed within the division's budget.

Service reimbursement from the Federal/State fund to the Risk Management fund will decrease by \$240.

**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

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**Budget Modification**

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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).**

No revenue is being changed.

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

There is a neutral impact to the Aging & Disabilities Services budget as a result of this reclassification.

Service reimbursement from the Federal/State fund to the Risk Management fund will decrease by \$240.

- **What do the changes accomplish?**

This budget modification implements the decision from HR Class/Comp to reclassify a vacant full-time Case Manager Senior position to a Case Manager 1 in order to accurately reflect the intended 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 a full-time position in Aging & Disability Services from a Case Manager Senior to a Case Manager 1 as determined by the Class/Comp unit of Central Human Resources with an effective date of 02-28-14.

- **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: Attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.*

### Required Signatures

**Elected Official or Dept Director:** Susan Myers /s/ **Date:** 3/20/14

**Budget Analyst:** Jennifer Unruh /s/ **Date:** 3/19/2014

**Department HR:** Chris Radzom /s/ **Date:** 3/18/2014

**Countywide HR:** Susan Mullett /s/ **Date:** 3/18/2014

*Note: Please submit electronically. Insert names of your approvers followed by /s/ - we no longer use actual signatures. Please date each signature. Use "n/a" when signature not applicable."*