



# MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(revised 12/31/09)

## Board Clerk Use Only

Meeting Date: 10/14/2010

Agenda Item #: C-1

Est. Start Time: 9:30 am

## BUDGET MODIFICATION: DCHS11 – 08

**BUDGET MODIFICATION DCHS11-08, Reclassifying a vacant 0.50 FTE Program Development Specialist position to a Program Coordinator position in the SUN Service System Division, as determined by the Class/Comp unit of**  
**Agenda Title: 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:** SUN Service System

**Contact(s):** Kathy Tinkle

**Phone:** 988-3691 **Ext.** 26858 **I/O Address:** 167/240

**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 DCHS11-08, reclassifying a vacant 0.50 FTE Program Development Specialist (PDS) position to a Program Coordinator position in SUN Service System Division (SUN), 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.

This budget modification reflects an HR Class/Comp decision regarding new Program Development Specialist position initiated by SUN Service System in Program Offer 25147 – Child & Family Hunger Relief. The position request, after being reviewed by HR Class/Comp, has been reclassified to a Program Coordinator per reclassification request #1498.

A major component of this new position is the coordination of efforts to relieve hunger in schools. This entails considerable outreach, organization, facilitation and participation in meetings with various stakeholders in the development of guidelines, standards, policies and procedures. This does not describe a sole contributor, but rather, a job that accomplishes work through others. This work

along with the rest of the described responsibilities is best reflected in the Program Coordinator classification.

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

The current fiscal year budget impact and the on-going financial impact of this reclassification are neutral since the position is currently vacant and the pay scales are the same for both job classifications.

**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).**

No revenue is being changed. .

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

The budget impact is neutral.

- **What do the changes accomplish?**

Approves the classification decision from HR Class/Comp unit to reclassify a vacant 0.50 FTE Program Development Specialist position to a Program Coordinator position that 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 a vacant full-time position in SUN from a Program Development Specialist position to a Program Coordinator position, 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?**

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

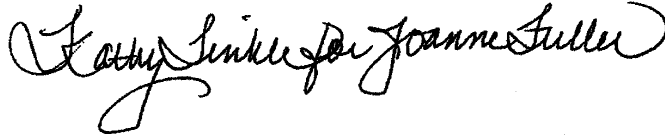
*NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.*

## ATTACHMENT B

BUDGET MODIFICATION: DCHS11 -08

### Required Signatures

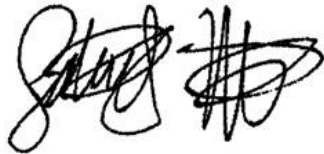
Elected  
Official or  
Department/  
Agency  
Director:



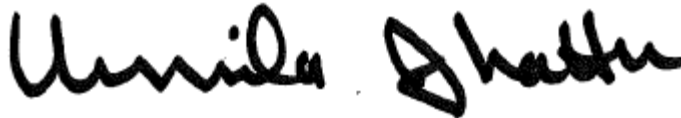
Date: 10/05/10

(Kathy Tinkle) for Joanne Fuller

Budget Analyst:



Date: 10/5/2010



Department  
HR:

Date: 10/5/10

Countywide  
HR:



Date: October 5,  
2010

