



**MULTNOMAH COUNTY  
AGENDA PLACEMENT REQUEST  
BUDGET MODIFICATION**

(revised 08/02/10)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # C.4 DATE 3/17/11  
MARINA BAKER, ASST BOARD CLERK

**Board Clerk Use Only**

Meeting Date:	<u>3/17/11</u>
Agenda Item #:	<u>C-4</u>
Est. Start Time:	<u>9:30 am</u>
Date Submitted:	<u>3/7/11</u>

**BUDGET MODIFICATION: DCHS11-24**

<b>Agenda Title:</b>	<b>BUDGET MODIFICATION DCHS11-24, reclassifying a full-time Research/Evaluation Analyst 1 position to a Data Analyst position in the Aging and Disability Services Division, as determined by the Class/Comp unit of Central Human Resources.</b>
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*Note: For all other submissions (i.e. Notices of Intent, Ordinances, Resolutions, Orders or Proclamations) please use the APR short form.*

<b>Requested Meeting Date:</b>	<u>Next Available</u>	<b>Amount of Time Needed:</b>	<u>N/A</u>
<b>Department:</b>	<u>County Human Services</u>	<b>Division:</b>	<u>Aging &amp; Disability Services</u>
<b>Contact(s):</b>	<u>Dana Lloyd</u>		
<b>Phone:</b>	<u>988-3691</u>	<b>Ext.</b>	<u>22377</u>
<b>I/O Address:</b>	<u>167/240</u>		
<b>Presenter Name(s) &amp; Title(s):</b>	<u>Consent Agenda</u>		

**General Information**

**1. What action are you requesting from the Board?**

The Department of County Human Services recommends approval of budget modification DCHS11-24, reclassifying a full-time Research/Evaluation Analyst 1 position to a Data Analyst position in the Aging and Disability Services Division (ADSD), as approved by the Class/Comp unit of Central Human Resources, reclassification request # 1671.

**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 ADSD management in Program Offer 25020A – Access & Early Intervention Services.

ADSD is developing new division-specific data systems and expanding its data analysis and quality assurance functions to ensure services and program initiatives meet quality performance measurements. To meet these new program requirements, a vacant Research/Evaluation Analyst 1

position is being converted to a Data Analyst. The new work requirements will place less emphasis on applied research, design, implementation and evaluation of formal projects/studies. Instead, there will be a stronger focus on database management, data analysis/reporting, data mining, and maintenance of unique data systems. HR Class/Comp has decided that the Data Analyst classification better fits the revised work assignments.

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

Personnel costs will increase over time, as the pay scale for the Data Analyst classification is higher than that of a Research/Evaluation Analyst 1, and will be addressed in the amendment phase of the FY12 budget. The current year fiscal impact is neutral since the pay scale increase will be offset with personnel cost savings associated with a short term vacancy, which will allow for recruitment and hiring for this position.

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

None.

**5. Explain any citizen and/or other government participation that has or will take place.**

N/A

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## ATTACHMENT 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?**

The budget impact to ADSD is neutral.

- **What do the changes accomplish?**

This budget modification will formally approve the classification decision from Human Resources Class/Comp which allows for a classification that better reflects the change in the work assignment 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 the Aging & Disability Services Division from Research/Evaluation Analyst 1 to Data Analyst, as determined by the Class/Comp unit of Central Human Resources in February 2011.

- 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: DCHS11-24**

### Required Signatures

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

*Dana C. Lloyd for Kathy Jinkle*

**Date:** 3-2-11

**Budget Analyst:**

*Patrick Heath*

**Date:** 3/7/2011

Patrick Heath

**Department  
HR:**

*Umaria Shaffer*

**Date:** 3/4/11

**Countywide  
HR:**

*Joi E. Doi*

**Date:** March 4,  
2011

Joi Doi

DCHS11-24

**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: 2011**

Line No.	Fund Center	Fund Code	Program #	Func. Area	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Description
					Internal Order	Cost Center	WBS Element					
1												
2												
3												
4	No Financial Impact for FY11											
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