



# MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(Revised: 09/23/13)

## Board Clerk Use Only

Meeting Date: 10-17-13  
Agenda Item #: C.1  
Est. Start Time: 9:30 am  
Date Submitted: 10-3-13

**Agenda Title:** BUDGET MODIFICATION # DCHS14-17 - Reclassifying a full time Case Manager 1 to a Peer Support Specialist.

*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:** Mental Health & Addiction Services  
**Contact(s):** Ebony Clarke  
**Phone:** 503-988-5464 **Ext.** 28008 **I/O Address:** 167/1/520  
**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 is requesting approval of budget modification DCHS14-17, authorizing the reclassification of a vacant full-time Case Manager 1 position to a Peer Support Specialist in the Mental Health & Addiction Services division of the Department of County Human Services as determined by the Class/Comp unit of Central Human Resources, Reclassification Request #2322.

### 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 a HR Class/Comp decision on a reclassification request initiated by management in Program Offer #25064A – Early Assessment & Support Alliance (EASA).

The Mental Health and Addiction Division within DCHS has submitted this vacant position for a reclassification review to Peer Support Specialist (6270) from Case Manager 1 (6297). This position will assist young adult consumers, families and/or their caregivers with

recovery training and self advocacy skills; problem solving and crisis support; health appointments and symptom management; housing, education, and employment services; community participation and resources, and side-by-side individualized support. Duties assigned are providing direct services, including providing practical help, mentoring, advocacy, coordination, individualized support, coaching, and accessing needed services; identifying housing and supportive service needs, including assisting consumers and families in creating housing plans and providing training for daily living activities; providing on-going education; assisting individuals with developing and maintaining self-advocacy skills; and completing required documentation.

The duties, responsibilities and qualifications support this position to be allocated to Peer Support Specialist (6270).

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

The Peer Support Specialist position is three pay grades lower than the Case Manager 1 position. There will be no financial impact to the current fiscal year budget as the decrease in personnel expenditures will be offset by an increase in the supply budget. Subsequent fiscal year personnel cost increases will be determined by 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 \$188.

**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?**

The FY14 fiscal year budget impact will be neutral with a decrease of \$3,757 in personnel expenditures, which will be offset by an increase in the supply budget. Subsequent fiscal year personnel cost increases will be determined by 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 \$188.

- **What do the changes accomplish?**

This budget modification implements the decision from the HR Class/Comp unit to reclassify a full-time Case Manager 1 position to a Peer Support Specialist in order to accurately reflect 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 full-time position

in Mental Health & Addiction Services from a Case Manager 1 to a Peer Support Specialist, 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: Attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.*

### Required Signatures

**Elected Official or Dept Director:** Kathy Tinkle for Susan Myers /s/ **Date:** 10/01/13

**Budget Analyst:** Jennifer Unruh /s/ **Date:** 10/3/13

**Department HR:** Urmila Jhattu /s/ **Date:** 10/01/13

**Countywide HR:** Susan Mullett /s/ **Date:** 10/01/13

*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."*