



Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

Board Clerk Use Only

Meeting Date: _____

Agenda Item #: _____

Est. Start Time: _____

Date Submitted: _____

Agenda Title: BUDGET MODIFICATION # DCHS-08-16: Reclassify an Office Asst 2 to a Case Management Asst in Aging, Disability & Veteran's Division

Requested Meeting Date: 9/10/15

Time Needed: N/A (Consent Agenda)

Department: 25 - County Human Services

Division: Aging, Disability & Veterans Services

Contact(s): Eric Ensley

Phone: 503-988-2463

Ext. 82463

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 BudMod-DCHS-08-16, authorizing the reclassification of a vacant full-time Office Assistant 2 (OA2) position to a Case Management Assistant (CMA) in Aging, Disability & Veteran's Services division (ADVSD) as determined by the Class/Comp unit of Central Human Resources, Reclassification Request #3076.

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 25025A – ADVSD Veteran's Services. ADVSD submitted this reclassification request due to the changing business needs of the Veteran's Services unit. As a result, the Office Assistant 2 position was reclassified to a Case Management Assistant. This position will support the Veterans Services Officers.

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

The CMA classification has a higher pay scale than an OA 2 position. The OA 2 position was budgeted at step 5 at the time the FY16 adopted budget was prepared, but is currently vacant. ADVSD is budgeted the CMA at a step 1 level, effective September 1, 2015. Therefore, the reclassification to a CMA will result in a slight decrease in the total cost of the position for FY16.

The impact on the current fiscal year personnel budget will be kept neutral. Subsequent fiscal year increased personnel costs, along with any related merit and COLA increases, will be absorbed within the ADVSD budget.

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

N/A

5. Explain any citizen or other government participation.

N/A

Budget Modification

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 with this budget modification.

7. What budgets are increased/decreased?

There is a neutral impact to the Aging, Disability & Veteran's Services budget and all service reimbursement budgets as a result of this reclassification.

8. What do the changes accomplish?

This budget modification implements the decision from HR Class/Comp to reclassify a vacant full-time Office Assistant 2 position to a Case Management Assistant in order to accurately reflect the current functions and duties of the position involved.

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

Yes. The approval of this budget modification will result in reclassifying a full-time position in Aging Disability & Veteran's Services from an Office Assistant 2 to a Case Management Assistant as determined by the Class/Comp unit of Central Human Resources, effective September 1, 2015.

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

N/A

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?

N/A

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

Required Signature

**Elected Official or
Dept. Director:** _____

Date: _____

Budget Analyst: _____

Date: _____

Department HR: _____

Date: _____

Countywide HR: _____

Date: _____