



**Multnomah County
Agenda Placement Request
Budget Modification**
(FY 2018)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C.6 DATE 11/30/17
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 11/30/17
Agenda Item #: C.6
Est. Start Time: 9:30 am
Date Submitted: 11/15/17

Agenda Title: BUDGET MODIFICATION # DCHS-17-18: Reclassifying Three Positions in Aging, Disabilities & Veterans Services to Program Specialist Sr

Requested Meeting Date: 11/30/17 Time Needed: N/A (Consent Agenda)

Department: 25 - County Human Services Division: _____

Contact(s): Lee Girard

Phone: 503-988-3768 Ext. 83768 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 DCHS-17-18 authorizing the reclassification of three full-time positions, along with the incumbents, to Program Specialist Senior in Program Offer 25023 ADVSD Long Term Services & Support (LTSS) as approved by HR Class/Comp reclassification requests #3870, #3871 and #3872.

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.

These were employee-initiated job classification requests. In all three cases, the request was submitted due to higher-level responsibilities that have been added to the positions over time to ensure compliance with rule and procedure changes from the state. The purpose of the positions is to serve as leaders for continuous quality and process improvement and act as subject matter experts for multiple programs. The review of the current duties, responsibilities and qualifications by the Central HR Class/Comp unit resulted in the decision that reclassification to Program Specialist Senior for each of the positions was justified.

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

The effective date of the three reclassifications is April 3, 2017.

The current annual salary rate for the step 8 Administrative Analyst position and the step 3 Program Specialist Senior coincide. As a result, there will be no fiscal or budgetary impact related to this position reclassification for FY18 and ongoing.

The pay scale for Program Specialist Senior is higher than that of the other two Program Specialist positions. This, along with the April 3, 2017 effective date, will result in a total current fiscal year budget increase in personnel costs for the ADVSD LTSS West branch of \$24,831. The budget for Supplies expense will be reduced by \$28,027 to offset the increased personnel costs and related indirect expense (central & department) of \$3,196.

Subsequent fiscal year personnel costs will increase by \$20,513 per annum plus any approved merit and COLA increases and will be absorbed within the division's 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).

There is no change in revenue.

7. What budgets are increased/decreased?

There is a neutral impact to the ADVSD Long Term Services & Support budget offer as a result of this reclassification.

The service reimbursement to the Risk Management fund will increase by \$1,182 (insurance).

The service reimbursement to the general fund Contingency will increase by \$668 (central indirect revenue).

The Director's Office budget for Supplies will increase by \$2,528 (department indirect revenue).

8. What do the changes accomplish?

This budget modification implements the decision from HR Class/Comp to reclassify three full-time positions, and the incumbents, to a Program Specialist Senior classification in order to more accurately reflect the actual duties, responsibilities and qualifications 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 three positions in DCHS Aging, Disabilities & Veteran Services: One current Administrative Analyst and two current Program Specialists to Program Specialist Senior as determined by the Class/Comp unit of Central Human Resources.

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: Peggy Brey /s/

Date: 11/13/2017

Budget Analyst: Jackie Arbour /s/

Date: 11/15/2017

Department HR: Anisha Skariah /s/

Date: 11/13/2017

Countywide HR: Laura Sampson /s/

Date: 10/6/2017

Exp/Rev/FTE - Budget Modification

Budget Year: 2018

Budget Modification: DCHS-17-18

Expenditures & Revenues

An increase in revenue is shown as a negative value and a decrease as a positive value for consistency with SAP.

Line No.	Program Offer Number	Fund Code	Fund Center	Func. Area	Cost Object	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
1	25000-18	1000	26-10	0040	CHSDO.IND1000	50370 - Dept Indirect Rev	(473,291)	(475,819)	(2,528)	
2	25000-18	1000	26-10	0040	CHSDO.IND1000	60240 - Supplies	143,703	146,231	2,528	
1000 Total										0
26-10 Total										0
Program Offer Number 25000-18 Total										0
3	25023-18	26090	30-55	0040	ADSDIVLTCWDXIX	60000 - Permanent	2,233,962	2,251,886	17,924	
4	25023-18	26090	30-55	0040	ADSDIVLTCWDXIX	60130 - Salary Related Expns	777,139	782,864	5,725	
5	25023-18	26090	30-55	0040	ADSDIVLTCWDXIX	60140 - Insurance Benefits	776,119	777,301	1,182	
6	25023-18	26090	30-55	0040	ADSDIVLTCWDXIX	60240 - Supplies	46,381	18,354	(28,027)	
7	25023-18	26090	30-55	0040	ADSDIVLTCWDXIX	60350 - Central Indirect	103,176	103,844	668	
8	25023-18	26090	30-55	0040	ADSDIVLTCWDXIX	60355 - Dept Indirect	390,462	392,990	2,528	
26090 Total										0
30-55 Total										0
9	25023-18	3500	72-80	0020	705210	50316 - Svc Rmb Med/Dental	(81,204,216)	(81,205,398)	(1,182)	
10	25023-18	3500	72-80	0040	705210	60330 - Claims Paid	7,486,965	7,488,147	1,182	
3500 Total										0
72-80 Total										0
Program Offer Number 25023-18 Total										0
11	95000-18	1000	19	0020	9500001000	60470 - Contingency	12,166,281	12,166,949	668	
1000 Total										668
19 Total										668
Program Offer Number 95000-18 Total										668
12	95001-18	1000	19	0020	9500001000	50310 - Intl Svc Reimburse	(6,352,395)	(6,353,063)	(668)	
1000 Total										(668)
19 Total										(668)
Program Offer Number 95001-18 Total										(668)

Exp/Rev/FTE - Budget Modification

Budget Year: 2018

Budget Modification: DCHS-17-18

Annualized Personnel Changes

Change is shown on a full year basis even though this action affects only a part of the fiscal year (FY).

						Annualized				
Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
713151	6021	Program Specialist	65181	26090	ADSDIVLTCWDXIX	(1.00)	(58,708)	(18,751)	(19,475)	(96,934)
713151	6088	Program Specialist/Sr	65181	26090	ADSDIVLTCWDXIX	1.00	66,051	21,097	19,959	107,107
715608	6033	Administrative Analyst	65181	26090	ADSDIVLTCWDXIX	(1.00)	(69,363)	(26,816)	(20,178)	(116,357)
715608	6088	Program Specialist/Sr	65181	26090	ADSDIVLTCWDXIX	1.00	69,363	26,816	20,178	116,357
717466	6021	Program Specialist	65181	26090	ADSDIVLTCWDXIX	(1.00)	(59,434)	(18,983)	(19,523)	(97,940)
717466	6088	Program Specialist/Sr	65181	26090	ADSDIVLTCWDXIX	1.00	66,898	21,367	20,015	108,280
Total Annualized Changes:						0.00	\$14,807	\$4,730	\$976	\$20,513

Current Year Personnel Changes

Cost/savings that will take place in this FY; these explain the actual dollar amounts being changed by this BudMod.

						Current Year				
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717466	6088	Program Specialist/Sr	65181	26090	ADSDIVLTCWDXIX	1.00	66,898	21,367	20,015	108,280
Total Current FY Changes:						0.00	\$14,807	\$4,730	\$976	\$20,513