



## Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS

AGENDA # C-1 DATE 3/31/16  
MARINA BAKER, ASST BOARD CLERK

### Board Clerk Use Only

Meeting Date: 3/31/16

Agenda Item #: C.1

Est. Start Time: 9:30 am

Date Submitted: 3/14/16

**Agenda Title: BUDGET MODIFICATION # DCHS-19-16: Reclassify an Office Assistant Sr and Incumbent to an Administrative Analyst in DCHS Business Svcs**

Requested Meeting Date: 3/31/16

Time Needed: NA (Consent)

Department: 25 - County Human Services

Division: DCHS Administration

Contact(s): Liesl Wendt

Phone: (503) 988-4406

Ext. 84406

I/O Address \_\_\_\_\_

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-19-16, authorizing the reclassification of a full-time Office Assistant Senior position, along with the incumbent, to an Administrative Analyst in DCHS Business Services & Operations as determined by the Class/Comp unit of Central Human Resources, reclassification request #3298.

#### 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 25002A-16 --- DCHS Business Services & Operations. The request was submitted because over time this position has taken on higher level duties and now provides a variety of professional, technical and analytical administrative assistance in supporting the department director and division directors. Duties include executive support for planning and scheduling meetings, monitoring the Department Director's e-mail and calendar, providing technical assistance in preparing correspondence, researching issues and policies, resolving technical issues, coordinating personnel administration activities for the Director's Office and reviewing, analyzing and recommending improvements and modifications to administrative policies.

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

The pay scale for the Administrative Analyst position is substantially higher than that of an Office Assistant Senior and the effective date of the reclassification is August 23, 2015. This will result in a total current fiscal year budget increase in personnel costs of \$18,598. The budget for Professional Services in the DCHS Business Services & Operations unit will be reduced by a like amount to offset the increased personnel costs. Subsequent fiscal year personnel costs will increase \$22,315 per annum plus any 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 increase by \$928.

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

N/A

**5. Explain any citizen or other government participation.**

N/A

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**Budget Modification**

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**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 DCHS Business Services & Operations budget as a result of this reclassification.

Service reimbursement from the Federal/State fund to the Risk Management fund will increase by \$928.

**8. What do the changes accomplish?**

This budget modification implements the decision from HR Class/Comp to reclassify a full-time Office Assistant Senior position, along with the incumbent, to an Administrative Analyst in order to accurately reflect the actual functions and evolving 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 DCHS Business Services & Operations from an Office Assistant Senior to an Administrative Analyst 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

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**Required Signature**

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**Elected Official or** Liesl Wendt /s/

**Dept. Director:**

**Date:** 3/14/2016

**Budget Analyst:** Allegra Willhite /s/

**Date:** 3/14/2016

**Department HR:** Chris Robasky /s/

**Date:** 3/14/2016

**Countywide HR:** Susan Mullett /s/

**Date:** 3/14/2016

## Exp/Rev/FTE - Budget Modification

Budget Year: 2016

Budget Modification: DCHS-19-16

### 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	25002A-16	1000	26-10	0040	CHSBS.FIN.CGF	60000 - Permanent	870,538	877,403	6,865	
2	25002A-16	1000	26-10	0040	CHSBS.FIN.CGF	60130 - Salary Related Expns	274,201	276,171	1,970	
3	25002A-16	1000	26-10	0040	CHSBS.FIN.CGF	60140 - Insurance Benefits	263,962	264,426	464	
4	25002A-16	1000	26-10	0040	CHSBS.FIN.CGF	60170 - Professional Svcs	62,256	46,075	(16,181)	
5	25002A-16	1000	26-10	0040	CHSBS.FIN.IND1000	60000 - Permanent	604,591	609,671	5,080	
6	25002A-16	1000	26-10	0040	CHSBS.FIN.IND1000	60130 - Salary Related Expns	191,545	193,003	1,458	
7	25002A-16	1000	26-10	0040	CHSBS.FIN.IND1000	60140 - Insurance Benefits	182,183	182,527	344	
<b>1000 Total</b>										<b>0</b>
8	25002A-16	80001	26-10	0040	CHSBS.FIN.LA	60000 - Permanent	212,423	214,208	1,785	
9	25002A-16	80001	26-10	0040	CHSBS.FIN.LA	60130 - Salary Related Expns	67,298	67,810	512	
10	25002A-16	80001	26-10	0040	CHSBS.FIN.LA	60140 - Insurance Benefits	64,020	64,140	120	
11	25002A-16	80001	26-10	0040	CHSBS.FIN.LA	60170 - Professional Svcs	7,000	4,583	(2,417)	
<b>80001 Total</b>										<b>0</b>
<b>26-10 Total</b>										<b>0</b>
<b>Program Offer Number 25002A-16 Total</b>										<b>0</b>
12	72020-16	3500	72-80	0020	705210	50316 - Svc Rmb Med/Dental	(71,378,629)	(71,379,557)	(928)	
13	72020-16	3500	72-80	0020	705210	60330 - Claims Paid	7,873,134	7,874,062	928	
<b>3500 Total</b>										<b>0</b>
<b>72-80 Total</b>										<b>0</b>
<b>Program Offer Number 72020-16 Total</b>										<b>0</b>