



**MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST
BUDGET MODIFICATION**

(Revised: 5/24/13)

Board Clerk Use Only

Meeting Date: 8/29/13
Agenda Item #: C.10
Est. Start Time: 9:30 am
Date Submitted: 8/20/13

Agenda Title: **BUDGET MODIFICATION: DCHS14-11 - Reclassifying a full time Office Assistant 2 position to a Data Technician**

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): Rochelle Pegel
Phone: 503-988-3691 **Ext.** 26244 **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 DCHS14-11, authorizing the reclassification of a full-time Office Assistant 2 position to a Data Technician 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 #2288.

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 25061 – Adult Mental Health Initiative (AMHI). This request has been submitted by the division of Mental Health & Addiction Services to reclassify an existing Office Assistant 2 position to a Data Technician position as a result of new responsibilities having been added to the position in order to fulfill state reporting requirements. This position is responsible for performing a variety of database, clerical, and customer service functions in order to support staff and service customers, including collecting, verifying, updating/correcting, and entering data into the Adult Mental Health

Initiative (AMHI) web portal database; investigating and resolving data and reporting inconsistencies; assisting in the development and implementation of work flow, data entry, data reporting, and collection procedures; creating and running reports; and providing basic training and technical assistance to AMHI web portal system users. In addition, this position maintains and tracks AMHI flex funds and managed care authorizations and cross references with EVOLV (electronic health record database); monitors deadlines for payment voucher renewals; creates service authorizations for clients; mails vouchers to vendors; troubleshoots accounts and reconciles discrepancies from vendors; tracks refunds and enters appropriate documentation; and performs general office administrative duties. The duties, responsibilities and qualifications support this position to be allocated to *Data Technician (6073)*.

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

The Data Technician position is nine pay grades higher than the Office Assistant 2 position. However, there will be no financial impact to the current fiscal year budget as the increased salary cost will be absorbed by a decrease in the contracted pass-thru 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 increase by \$283.

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

Budget Modification

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 an increase of \$5,626 in Personnel costs, which will be offset with a reduction of \$5,626 in the contractual Pass-Thru program support. 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 increase by \$283.

- **What do the changes accomplish?**

This budget modification implements the decision from the HR Class/Comp unit to reclassify a full-time Office Assistant 2 position to a Data Technician 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 an Office Assistant 2 to a Data Technician, 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:** 08/14/13

Budget Analyst: Ching Hay /s/ **Date:** 8/20/13

Department HR: Urmila Jhattu /s/ **Date:** 8/14/13

Countywide HR: Susan Mullett /s/ **Date:** 8/14/13

/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."