



**Multnomah County  
Agenda Placement Request  
Budget Modification**  
(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # C-8 DATE 12/22/16  
MARINA BAKER, ASST BOARD CLERK

**Board Clerk Use Only**

Meeting Date: 12/22/16  
Agenda Item #: C.8  
Est. Start Time: 9:30 am  
Date Submitted: 11/30/16

**Agenda Title: BUDGET MODIFICATION # DCHS-05-17: Reclassify Finance Specialist 2 to a Finance Specialist Senior in DCHS Business Services and Operations**

Requested Meeting Date: 12/15/16 Time Needed: N/A (Consent Agenda)  
Department: 25 - County Human Services Division: DCHS Business Services  
Contact(s): Deb Ayo  
Phone: 503-988-7532 Ext. 87532 I/O Address 167/1/240

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-05-17 authorizing the reclassification of a full-time Finance Specialist 2 position, along with the incumbent, to a Finance Specialist Senior in Program Offer 25002A DCHS Business Services and Operations as determined by HR Class/Comp reclassification request #3619.

**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.**

The Finance Specialist 2 position in the DCHS Business Services Accounts Payable unit is being submitted by management for reclassification to Finance Specialist Senior because the unit originally had a supervisor and during reorganization the position was reclassified to a Finance Manager. Since the manager has taken on new responsibilities, additional duties have been added to this Finance Specialist 2 position, including complex reporting, higher level of analysis, problem-solving and trouble-shooting complex transactions and audits, and acting as a lead worker. This position will lead the daily functional and technical activities for the unit, develop procedures and internal controls, serve as the liaison for preparing documentation for external audits, oversee the timely processing of invoice payments, mileage reimbursements and travel and training reimbursements, and make recommendations to management to improve efficiency and accuracy.

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

The pay scale for the Finance Specialist Senior position is higher than that of a Finance Specialist 2 and the effective date of the reclassification is May 8, 2016. This will result in a total current fiscal year budget increase in personnel costs for the DCHS Business Services and Operations program offer of \$6,074. The budget for Printing expense will be reduced by a like amount to offset the increased personnel costs. Subsequent fiscal year personnel costs will increase \$4,958 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 for insurance benefits will increase by \$461.

**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 offer as a result of this reclassification.

Service reimbursement from the Federal/State fund to the Risk Management fund will increase by \$461.

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

This budget modification implements the decision from HR Class/Comp to reclassify a full-time Finance Specialist 2 position and the incumbent to a Finance Specialist Senior 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 and Operations from a Finance Specialist 2 to a Finance 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

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**Required Signature**

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**Elected Official or  
Dept. Director:** Liesl Wendt /s/

**Date:** 11/29/2016

**Budget Analyst:** Adam Brown /s/

**Date:** 11/30/2016

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

**Date:** 11/29/2016

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

**Date:** 11/29/2016

## Exp/Rev/FTE - Budget Modification

Budget Year: 2017

Budget Modification: DCHS-05-17

### 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-17	1000	26-10	0040	CHSBS.FIN.IND1000	60000 - Permanent	683,426	687,718	4,292	
2	25002A-17	1000	26-10	0040	CHSBS.FIN.IND1000	60130 - Salary Related Expns	223,217	224,538	1,321	
3	25002A-17	1000	26-10	0040	CHSBS.FIN.IND1000	60140 - Insurance Benefits	181,140	181,601	461	
4	25002A-17	1000	26-10	0040	CHSBS.FIN.IND1000	60180 - Printing	13,933	7,859	(6,074)	
<b>1000 Total</b>										<b>0</b>
<b>26-10 Total</b>										<b>0</b>
<b>Program Offer Number 25002A-17 Total</b>										
5	72020-17	3500	72-80	0020	705210	50316 - Svc Rmb Med/Dental	(77,877,162)	(77,877,623)	(461)	
6	72020-17	3500	72-80	0020	705210	60330 - Claims Paid	12,425,815	12,426,276	461	
<b>3500 Total</b>										<b>0</b>
<b>72-80 Total</b>										<b>0</b>
<b>Program Offer Number 72020-17 Total</b>										

### Exp/Rev/FTE - Budget Modification

Budget Year: 2017

Budget Modification: DCHS-05-17

#### 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				
Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	(60000)	Fringe (60130)	(60140)	Total
713673	6030	Finance Specialist 2	65288	1000	CHSBS.FIN.IND1000	(1.00)	(56,107)	(17,230)	(18,788)	(92,125)
713673	6032	Finance Specialist/Sr	65288	1000	CHSBS.FIN.IND1000	1.00	59,713	18,338	19,032	97,083
<b>Total Annualized Changes:</b>						<b>0.00</b>	<b>\$3,606</b>	<b>\$1,108</b>	<b>\$244</b>	<b>\$4,958</b>

#### 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				
Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	(60000)	Fringe (60130)	(60140)	Total
713673	6030	Finance Specialist 2	65288	1000	CHSBS.FIN.IND1000	(1.00)	(56,107)	(17,230)	(18,788)	(92,125)
713673	6032	Finance Specialist/Sr	65288	1000	CHSBS.FIN.IND1000	1.00	59,713	18,338	19,032	97,083
<b>Total Current FY Changes:</b>						<b>0.00</b>	<b>\$3,606</b>	<b>\$1,108</b>	<b>\$244</b>	<b>\$4,958</b>