



**MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST
BUDGET MODIFICATION**

(revised 12/31/09)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C-2 DATE 4/29/2010
LYNDA GROW, BOARD CLERK

Board Clerk Use Only

Meeting Date:	<u>4/29/2010</u>
Agenda Item #:	<u>C-2</u>
Est. Start Time:	<u>9:30 am</u>
Date Submitted:	<u>4/15/2010</u>

BUDGET MODIFICATION: DCHS - 32

BUDGET MODIFICATION DCHS-32, Reclassify one 1.00 FTE Administrative Analyst to an Office Assistant Senior in the Mental Health & Addiction Services Division, as determined by the Class/Comp unit of Central Human Resources.

Note: For all other submissions (i.e. Notices of Intent, Ordinances, Resolutions, Orders or Proclamations) please use the APR short form.

Requested Meeting Date:	<u>Next Available</u>	Amount of Time Needed:	<u>N/A</u>
Department:	<u>County Human Services</u>	Division:	<u>Mental Health and Addiction Services</u>
Contact(s):	<u>Kathy Tinkle</u>		
Phone:	<u>988-3691</u>	Ext.:	<u>26858</u>
Presenter(s):	<u>Consent Agenda</u>	I/O Address:	<u>167/620</u>

General Information

1. What action are you requesting from the Board?

The Department of County Human Services recommends approval of budget modification DCHS-32, which reclassifies one 1.00 FTE Administrative Analyst to an Office Assistant Senior in the Mental Health & Addiction Services Administration Program Offer #25050, as approved by the Class/Comp unit of Central Human Resources.

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.

MHASD management initiated the reclassification request. In Program Offer #25050, Mental Health & Addiction Services Administration, 1.00 FTE Administrative Analyst is being reclassified to an Office Assistant Senior. Class/Comp reviewed the duties and responsibilities of this position and determined that the responsibilities as outlined in the position description best fit the criteria for

Office Assistant Senior (6002) rather than an Administrative Analyst (6033)

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

The position pay grade for Office Assistant Senior is \$16.70 (step 1) versus Administrative Analyst \$27.62 (step 6). This reclassification is effective April 19, 2010, the start date of the new employee. The current year fiscal impact is a reduction in permanent personnel charges of \$5,878, which will be reclassified as temporary services (60100) for training the incoming employee.

A budget amendment will be entered to adjust the FY11 program offer #25050 with the revised personnel charges.

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

ATTACHMENT 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).**

N/A

- **What budgets are increased/decreased?**

Permanent personnel expenses are reduced by \$5,878, while temporary personnel charges are increased by the same amount.

- **What do the changes accomplish?**

Approval of a classification decision from Human Resources Class/Comp unit to reclassify the Administrative Analyst to Office Assistant Senior better reflects 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 one 1.00 FTE position in MHASD from an Administrative Analyst to an Office Assistant Senior, 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: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.

ATTACHMENT B

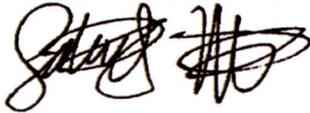
BUDGET MODIFICATION: DCHS - 32

Required Signatures

**Elected Official or
Department/
Agency Director:**



Date: 4/14/2010



4/8/2010

Budget Analyst:

Date: _____

Department HR:

Date: _____

Countywide HR:

Date: _____

Budget Modification ID: DCHS-32

EXPENDITURES & REVENUES

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with SAP.

Budget/Fiscal Year: 2010

Line No.	Fund Center	Fund Code	Program #	Func. Area	Accounting Unit			Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description	
					Internal Order	Cost Center	WBS Element						
1	20-80	1000	25050	40			MA SA DM CGF	60000	563,290	(4,446)	558,844	Permanent	
2	20-80	1000	25050	40			MA SA DM CGF	60130	172,744	(1,121)	171,623	Salary Related	
3	20-80	1000	25050	40			MA SA DM CGF	60140	144,826	(311)	144,515	Insurance Benefits	
4	20-80	1000	25050	40			MA SA DM CGF	60100	0	5,878	5,878	Temporary	
5									0		0		
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											0	0	Total - Page 1
											0	0	GRAND TOTAL

FM Side			PS/CO Side			Cost Element/ Commitment Item	Notes
FM Fund Center	FM Fund Code	Functional Area	Internal Order	Cost Center	WBS Element		
General Fund Contingency							
	19	1000	0020		9500001000	60470	Reduce available General Fund Contingency
	xx-xx	xxxxx	0020		xxx	xxxxx	Increase Expenditure
Indirect							
Central							
	xx-xx	xxxxx				xxx	Indirect Expenditure
	19	1000	0020		9500001000	50310	Indirect reimbursement revenue in General Fund
	19	1000	0020		9500001000	60470	CGF Contingency expenditure
Departmental							
	xxx	xxxxx				xxx	Indirect Department Expenditure
	xx-xx	1000			xxx	50370	Indirect Dept reimbursement revenue in General Fund
	xx-xx	1000			xxx	xxx	Off setting Dept expenditure in General Fund
Telecommunications							
	xx-xx	xxxxx				xxx	Departmental telecommunication expenditure
	72-60	3503	0020		709525	50310	Budgets receipt of reimbursement
	72-60	3503	0020		709525	60200	Budgets offsetting expenditure in telecommunications fund
Data Processing							
	xx-xx	xxxxx				xxx	Departmental data processing expenditures
	72-60	3503	0020		709000	50310	Budgets receipt of Data Processing reimbursement
	72-60	3503	0020		709000	60240	Budgets offsetting expenditures
PC Flat Fee (Flat Fee is no longer in effect for most Departments beginning in FY 2007)							
	xx-xx	xxxxx				xxx	Departmental PC Flat Fee expenditure
	72-60	2508	0020		between 709201 & 709211	50310	Budgets receipt of PC Flat Fee
	72-60	2508	0020		between 709201 & 709211	60240	Budgets offsetting expenditure
Electronic Service Reimbursement							
	xx-xx	xxxxx				60420	Departmental Electronics expenditure
	72-55	3501	0020		904200	50310	Receipt of Electronics service reimbursement
	72-55	3501	0020		904200	60240	Budgets offsetting expenditure
Motor Pool							
	xx-xx	xxxxx				xxx	Departmental Motor Pool expenditure
	72-55	3501	0020		904100	50310	Budgets receipt of Motor Pool service reimbursement
	72-55	3501	0020		904100	60240	Budgets offsetting expenditure
Building Management							
	xx-xx	xxxxx				xxx	Departmental Building Management expenditure
	72-50	3505	0020		902575	50310	Budgets receipt of Building Management service reimbursement
	72-50	3505	0020		902575	60170	Budgets offsetting expenditure
Insurance Service Reimbursement							
	xx-xx	xxxxx				60140 or 60145	Departmental Insurance expenditure
	72-10	3500	0020		705210	50316	Insurance Revenue
	72-10	3500	0020		705210	60330	Offsetting expenditure
Lease Payments to Capital Lease Retirement Fund							
	xx-xx	xxxxx				60450	Departmental Capital Lease Retirement expenditure Contact your Budget Analyst to complete this.
Mail & Distribution							
	xx-xx	xxxxx				xxx	Mail & Distribution expenditure
	72-55	3504	0020		904400	50310	Budgets receipt of service reimbursement
	72-55	3504	0020		904400	60230	Budgets offsetting expenditure
Records							
	xx-xx	xxxxx				xxx	Records expenditure
	72-55	3504	0020		904500	50310	Budgets receipt of service reimbursement
	72-55	3504	0020		904500	60240	Budgets offsetting expenditure
Stores							
	xx-xx	xxxxx				xxx	Stores expenditure
	72-55	3504	0020		904600	50310	Budgets receipt of service reimbursement
	72-55	3504	0020		904600	60240	Budgets offsetting expenditure

How are functional areas assigned to cost objects?

For the most part, functional area is related to what department has recorded the revenue or expenditure (i.e. the District Attorney is reported in Public Safety and Justice). There are some exceptions to this rule that require certain funds to be assigned to a particular functional area, regardless of what department the revenues or expenditures are recorded in.

Functional Area Assignments ~ Based on Fund		
1501 – Road Fund	Roads and Bridges	80
1502 – Emergency Communications Fund	Community Services	60
1503 – Bike Path Fund	Community Services	60
1504 – Recreation Fund	Community Services	60
1506 – County School Fund	Community Services	60
1509 – Willamette River Bridges Fund	Roads and Bridges	80
1510 – Library Fund	Library	70
1512 – Land Corner Preservation Fund	Roads and Bridges	80
2500 – Justice Bond Project Fund	Public Safety and Justice	50
2501 – Revenue Bond Project Fund	Community Services	60
2502 – SB 1145 Fund	Public Safety and Justice	50
2504 – Building Project Fund	Community Services	60
2505 – Deferred Maintenance Fund	Community Services	60
2506 – Library Construction / 1996 Bonds Fund	Library	70
2507 – Capital Improvement Fund	Community Services	60
2509 – Asset Preservation Fund	Community Services	60
2510 – Library Property Fund	Library	70
3000 – Dunthorpe-Riverdale Service Dist #14 Fund	Dunthorpe-Riverdale Service Dist #14	500
3001 – Mid County Service District #1 Fund	Mid County Service District #1	510
3002 – Behavioral Health Managed Care Fund	Behavioral Health Managed Care	520

If a cost object is not in one of the funds listed above, then the functional area should be assigned based on the department that the cost object is in.

Functional Area Assignments ~ Based on Department (Fund Center)		
Non-Departmental (10, except 10-50)	General Government	20
Non-Departmental – CCFC (10-50)	Social Services	40
District Attorney (15)	Public Safety and Justice	50
Countywide (18 & 19)	General Government	20
Human Services (20, 25, 26, 30 & 31)	Social Services	40
School and Community Partnerships (21)	Social Services	40
Health (40)	Health Services	30
Community Justice (50)	Public Safety and Justice	50
Sheriff's Office (60)	Public Safety and Justice	50
County Management (72)	General Government	20
Community Services (91)	General Government	20
Library (80)	Library	70

If you have any questions or comments, please contact Susan Luce in General Ledger at ext. 22138.