



# MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(Revised: 8/18/11)

## Board Clerk Use Only

Meeting Date: 12/20/12  
Agenda Item #: C.2  
Est. Start Time: 9:30 am  
Date Submitted: 12/4/12

**BUDGET MODIFICATION: DCHS13-13 reclassifying a vacant .75 FTE Case  
Manager 1 to an Office Assistant 2 in the Department of County Human  
Services.**

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

Requested Meeting Date: Next Available Time Needed: N/A (Consent)  
Department: County Human Services Division: Aging & Disability Services  
Contact(s): Kathy Tinkle  
Phone: 503-988-3691 Ext. 26858 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 DCHS13-13, authorizing the reclassification of a vacant .75 FTE Case Manager 1 position to an Office Assistant 2 in the Aging & Disability Services Division (ADSD), as determined by the Class/Comp unit of Central Human Resources, Reclassification Request #2038.

### 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 classification request initiated by management in Program Offer 25023 – ADS Long Term Care. This is a vacant position in ADSD and is budgeted as a Case Manager 1. The division is currently understaffed for support staff. ADSD requested this position be reclassified to an Office Assistant 2 in order to help provide additional support staff.

The position will perform a variety of clerical and customer service functions in order to

assist staff and serve customers. Duties will include file and information management, financial support for receiving and recording client payments, and processing homecare worker and adult foster home applications.

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

The Office Assistant 2 position has a lower pay scale than the budgeted Case Manager 1 position. The current fiscal year personnel cost for the position will decrease by \$3,851. This decrease will be offset with a corresponding increase in the budget for supplies. Subsequent personnel costs will be lower by an estimated \$7,271 per fiscal year, net of any approved merit and COLA increases.

**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

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**Budget Modification**

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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 with this budget modification.

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

There will be no net financial budget impact associated with this classification change.

- **What do the changes accomplish?**

This budget modification implements the decision from the HR Class/Comp unit to reclassify a .75 FTE vacant Case Manager 1 position to an Office Assistant 2 in order to help alleviate the current shortage of support staff. The reclassification reflects the new 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 the classification of a position in Aging & Disability Services from a Case Manager 1 to an Office Assistant 2, 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.*

**Required Signature**

**Elected Official  
or Dept Director:**

*Cathy Jenkins for Susan Myers*

**Date:** 11/30/12

**Budget Analyst:**

Jennifer Unruh \s\

**Date:** 12/4/12

**Department HR:**

*Unruh Shattu*

**Date:** 12/3/12

**Countywide HR:**

*Susan Mullett*

**Date:** 12/03/12