



# Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS

AGENDA # C.8 DATE 9/18/14  
MARINA BAKER, ASST BOARD CLERK

### Board Clerk Use Only

Meeting Date: 9/18/14  
Agenda Item #: C.8  
Est. Start Time: 9:30 am  
Date Submitted: 9/2/14

**Agenda Title: BUDGET MODIFICATION # DCHS-15-15: Reclassifying a Program Supervisor to a Program Manager 1 in Aging & Disability Services**

Requested Meeting Date: 9/18/14 Time Needed: N/A (Consent Agenda)

Department: 25 - County Human Services Division: Aging & Disability Services

Contact(s): Lee Girard

Phone: 503-988-3620 Ext. 83768 I/O Address 167/1/510

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 DCHS15-15, authorizing the reclassification of a Program Supervisor position, along with the incumbent, to a Program Manager 1 in the ADS Community Services unit as determined by the Class/Comp unit of Central Human Resources, reclassification request #2529.

#### 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 the incumbent employee in Program Offer 25020A – Access & Early Intervention Services. Over the last 2 years, this position has seen significant changes in work operations due to changes mandated by Federal and State funders in the state-wide and regional oversight and ADS management of several service areas, and in the leadership and strategic planning role that has significant impact at the local, regional and state levels. This position is responsible for developing community relationships and partnerships for leveraging resources and enhancing services; providing project management for improvements to the State's ADRC of Oregon web-site and resource/client data system and for regional initiatives, including marketing/outreach; directing ongoing needs assessment of the community and working with community partners in planning and developing resources and new services; implementing the equity lens for the division; and managing services and staff within Community Services.

The Human Resources Class/Comp unit reviewed this position and concluded that the actual duties and responsibilities warranted a Program Manager 1 classification

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

Because the effective date of this reclassification is 02-01-14 and the pay scale for the Program Manager 1 position is higher than a Program Supervisor, the impact on the current fiscal year budget is an increase in personnel costs of \$14,976. The budget for direct Materials & Supplies in Access & Early Intervention Services will be decreased by a like amount to offset the increased personnel costs. Subsequent fiscal year personnel costs will increase \$10,571 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 \$1,215.

**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).**

No revenue is being changed with this budget modification.

**7. What budgets are increased/decreased?**

There is a neutral impact to the Department of County Human Services budget as a result of this reclassification.  
Service reimbursement from the Federal/State fund to the Risk management fund will increase by \$1,215.

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

This budget modification implements the decision from HR Class/Comp to reclassify a Program Supervisor position to a Program Manager 1 in order to accurately reflect the actual functions and 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 position in the ADS Community Services unit from a Program Supervisor to a Program Manager 1 as determined by the Class/Comp unit of Central Human Resources with an effective date of 02-01-14.

**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:** KaRin Johnson /s/

**Date:** 8/28/14

**Budget Analyst:** Jennifer Unruh /s/

**Date:** 9/2/14

**Department HR:** Heather Garrett /s/

**Date:** 8/28/14

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

**Date:** 8/28/14

### Exp/Rev/FTE - Budget Modification

Budget Year: 2015

Budget Modification: DCHS-15-15

#### 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	25020A-15	26090	30-45	0040	ADSDIVCS201XIX	60240 - Supplies	7,670	429	(7,241)	
<b>26090 Total</b>										<b>(7,241)</b>
<b>30-45 Total</b>										<b>(7,241)</b>
2	25020A-15	20700	30-45	0040	ADSDIVCS201VIIB	60000 - Permanent	5,874	5,874	0	
3	25020A-15	20700	30-45	0040	ADSDIVCS201VIIB	60130 - Salary Related Expns	1,990	1,990	0	
4	25020A-15	20700	30-45	0040	ADSDIVCS201VIIB	60140 - Insurance Benefits	1,387	1,387	(1)	
<b>20700 Total</b>										<b>0</b>
5	25020A-15	26080	30-45	0040	ADSDIVCS201SHIBA	60000 - Permanent	12,497	13,715	1,218	
6	25020A-15	26080	30-45	0040	ADSDIVCS201SHIBA	60130 - Salary Related Expns	4,184	4,598	413	
7	25020A-15	26080	30-45	0040	ADSDIVCS201SHIBA	60140 - Insurance Benefits	3,249	3,418	168	
8	25020A-15	26080	30-45	0040	ADSDIVCS201SHIBA	60240 - Supplies	2,000	200	(1,800)	
<b>26080 Total</b>										<b>0</b>
9	25020A-15	26090	30-45	0040	ADSDIVCS201XIX	60000 - Permanent	294,677	303,738	9,061	
10	25020A-15	26090	30-45	0040	ADSDIVCS201XIX	60130 - Salary Related Expns	96,233	99,303	3,070	
11	25020A-15	26090	30-45	0040	ADSDIVCS201XIX	60140 - Insurance Benefits	99,425	100,471	1,046	
12	25020A-15	26090	30-45	0040	ADSDIVCS201XIX	60240 - Supplies	7,670	6,549	(1,121)	
13	25020A-15	26090	30-45	0040	ADSDIVCS201XIX	60260 - Travel & Training	4,815	0	(4,815)	
<b>26090 Total</b>										<b>7,241</b>
<b>30-45 Total</b>										<b>7,241</b>

**Exp/Rev/FTE - Budget Modification**

Budget Year: 2015

Budget Modification: DCHS-15-15

Line No.	Program Offer Number	Fund Code	Fund Center	Func. Area	Cost Object	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
					Program Offer Number 25020A-15 Total					0
14	72020-15	3500	72-80	0020	705210	50316 - Svc Rmb Med/Dental	(65,986,789)	(65,988,004)	(1,215)	
15	72020-15	3500	72-80	0020	705210	60330 - Claims Paid	2,990,346	2,991,561	1,215	
	3500 Total									0
	72-80 Total									0
	Program Offer Number 72020-15 Total									0

### Exp/Rev/FTE - Budget Modification

Budget Year: 2015

Budget Modification: DCHS-15-15

#### 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				
Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
700071	9361	Program Supervisor	65183	26080	ADSDIVCS201SHIBA	(0.09)	(7,552)	(2,558)	(1,783)	(11,894)
700071	9361	Program Supervisor	65183	20700	ADSDIVCS201VIIB	(0.07)	(5,874)	(1,990)	(1,387)	(9,251)
700071	9361	Program Supervisor	65183	26090	ADSDIVCS201XIX	(0.84)	(70,482)	(23,879)	(16,645)	(111,006)
700071	9615	Program Manager 1	65183	26080	ADSDIVCS201SHIBA	0.09	8,223	2,786	1,829	12,838
700071	9615	Program Manager 1	65183	20700	ADSDIVCS201VIIB	0.06	5,875	1,990	1,307	9,172
700071	9615	Program Manager 1	65183	26090	ADSDIVCS201XIX	0.85	77,270	26,179	17,184	120,633
<b>Total Annualized Changes:</b>						<b>0.00</b>	<b>\$7,461</b>	<b>\$2,528</b>	<b>\$504</b>	<b>\$10,492</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				
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700071	9615	Program Manager 1	65183	26090	ADSDIVCS201XIX	0.85	77,270	26,179	17,184	120,633
<b>Total Current FY Changes:</b>						<b>0.00</b>	<b>\$7,461</b>	<b>\$2,528</b>	<b>\$504</b>	<b>\$10,492</b>