



Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS

AGENDA # C-5 DATE 9/4/14
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 9/4/14

Agenda Item #: C.5

Est. Start Time: 9:30 am

Date Submitted: 8/19/14

Agenda Title: BUDGET MODIFICATION # DCHS-09-15: Reclassify Vacant Administrative Analyst to a Clinical Services Spec in Developmental Disabilities

Requested Meeting Date: 9/4/14

Time Needed: N/A (Consent Agenda)

Department: 25 - County Human Services

Division: _____

Contact(s): Courtney Kemmer

Phone: 503-988-6271

Ext. 86271

I/O Address 167/1/610

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 BudMod-DCHS-09-15, authorizing the reclassification of a vacant full-time Administrative Analyst position to a Clinical Services Specialist in Developmental Disabilities (DD) as determined by the Class/Comp unit of Central Human Resources, Reclassification Request #2499.

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 25011 – DD Systems, Contracts & Budget. DD submitted this reclassification request due to the need for advanced human services clinical assessment, analysis and treatment service requirements. This position will facilitate the intake and eligibility process for all individuals applying for DD case management services. Duties include conducting clinical interviews with clients and their families to assess functioning and need for case management services; coordinating and facilitating the intake and eligibility process; reviewing and understanding assessments and evaluations; understanding and applying Oregon Administrative Rules governing case management and making eligibility recommendations to the eligibility review team.

The Human Resources Class/Comp unit reviewed the responsibilities of this position and

concluded that the duties, responsibilities and qualifications best fit the Clinical Services Specialist classification.

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

The pay scale for a Clinical Services Specialist is higher than that of an Administrative Analyst. The impact on the current FY15 fiscal year budget is an increase in personnel costs of \$3,249. The budget for Supplies in the DD Systems, Contracts and Budget program offer will be decreased by a like amount to offset the increased personnel costs. Service reimbursement from the Federal/State fund to the Risk Management fund will increase by \$159.

4. Explain any legal and/or policy issues involved.

N/A

5. Explain any citizen or other government participation.

N/A

Budget Modification

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 \$159.

8. What do the changes accomplish?

This budget modification implements the decision from HR Class/Comp to reclassify a vacant full-time Administrative Analyst position to a Clinical Services Specialist in order to accurately reflect the intended 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 full-time position in Developmental Disabilities from an Administrative Analyst to a Clinical Services Specialist as determined by the Class/Comp unit of Central Human Resources, effective 07-01-14.

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

Required Signature

**Elected Official or
Dept. Director:** KaRin Johnson /s/

Date: 8/15/14

Budget Analyst: Jennifer Unruh /s/

Date: 8/18/14

Department HR: Chris Radzom /s/

Date: 8/15/14

Countywide HR: Susan Mullett /s/

Date: 8/15/14

Exp/Rev/FTE - Budget Modification

Budget Year: 2015

Budget Modification: DCHS-09-15

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 | 25011-15 | 80001 | 20-50 | 0040 | DD10 BUS SVC LA | 60000 - Permanent | 567,462 | 624,917 | 57,455 | |
| 2 | 25011-15 | 80001 | 20-50 | 0040 | DD10 BUS SVC LA | 60130 - Salary Related Expns | 182,465 | 200,368 | 17,903 | |
| 3 | 25011-15 | 80001 | 20-50 | 0040 | DD10 BUS SVC LA | 60140 - Insurance Benefits | 163,549 | 181,579 | 18,030 | |
| 80001 Total | | | | | | | | | | 93,388 |
| 20-50 Total | | | | | | | | | | 93,388 |
| 4 | 25011-15 | 80001 | 20-50 | 0040 | DD10 BUS SVC LA | 60000 - Permanent | 567,462 | 512,364 | (55,099) | |
| 5 | 25011-15 | 80001 | 20-50 | 0040 | DD10 BUS SVC LA | 60130 - Salary Related Expns | 182,465 | 165,297 | (17,169) | |
| 6 | 25011-15 | 80001 | 20-50 | 0040 | DD10 BUS SVC LA | 60140 - Insurance Benefits | 163,549 | 145,677 | (17,871) | |
| 7 | 25011-15 | 80001 | 20-50 | 0040 | DD10 BUS SVC LA | 60240 - Supplies | 4,561 | 1,312 | (3,249) | |
| 80001 Total | | | | | | | | | | (93,387) |
| 20-50 Total | | | | | | | | | | (93,387) |
| Program Offer Number 25011-15 Total | | | | | | | | | | 0 |
| 8 | 72020-15 | 3500 | 72-80 | 0020 | 705210 | 50316 - Svc Rmb Med/Dental | (65,886,350) | (65,886,509) | (159) | |
| 9 | 72020-15 | 3500 | 72-80 | 0020 | 705210 | 60330 - Claims Paid | 2,889,907 | 2,890,066 | 159 | |
| 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-09-15

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 |
| 715303 | 6033 | Administrative Analyst | 65455 | 80001 | DD10 BUS SVC LA | (1.00) | (55,099) | (17,169) | (17,871) | (90,138) |
| 715303 | 6295 | Clinical Services Specialist | 65455 | 80001 | DD10 BUS SVC LA | 1.00 | 57,455 | 17,903 | 18,030 | 93,388 |
| Total Annualized Changes: | | | | | | 0.00 | \$2,356 | \$734 | \$159 | \$3,249 |

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 | | | | |
|---------------------------|------|------------------------------|--------|-------|--------------------|--------------|------------------|----------------|-------------------|----------|
| Position Number | JCN | JCN Description | HR Org | Fund | Cost Object Number | FTE | Base Pay (60000) | Fringe (60130) | Insurance (60140) | Total |
| 715303 | 6033 | Administrative Analyst | 65455 | 80001 | DD10 BUS SVC LA | (1.00) | (55,099) | (17,169) | (17,871) | (90,138) |
| 715303 | 6295 | Clinical Services Specialist | 65455 | 80001 | DD10 BUS SVC LA | 1.00 | 57,455 | 17,903 | 18,030 | 93,388 |
| Total Current FY Changes: | | | | | | 0.00 | \$2,356 | \$734 | \$159 | \$3,249 |