



Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

Board Clerk Use Only

Meeting Date: _____

Agenda Item #: _____

Est. Start Time: _____

Date Submitted: _____

Agenda Title: BUDGET MODIFICATION # DCHS-54-15: Reclassification of a full-time Finance Supervisor to Finance Manager in DCHS

Requested Meeting Date: _____ **Time Needed:** N/A (Consent)

Department: 25 - County Human Services **Division:** Department Administration

Contact(s): Rob Kodiriy, Wendy Lear, Joanne Fuller

Phone: 503-988-6569 **Ext.** 86569 **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-54-15, authorizing the reclassification of position #716179 from a Finance Supervisor to a Finance Manager as determined by the Class/Comp unit of Central Human Resources, reclassification request Class Comp request #2859.

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.

Program Offer #25002 – Business Services – In order to respond to financial infrastructure issues identified in the 2014 Technical Assistance Collaborative (TAC) Report, it was determined the Mental Health Finance Unit business operations should be reorganized in order to improve service to their providers. To assist in addressing the report findings, the Finance Supervisor position was submitted for re-classification.

The primary purpose of this position is to direct the business operations for the Mental Health division by providing leadership, policy direction and oversight to align the business and financial systems so the division and department can meet their shared objectives. This position will also be responsible for the management and administration of the largest Medicaid mental health insurance plan in the State and will represent the Department with CCO's, State, Federal, and other funding sources. This position will be responsible for directing strategic long-term and short-

term financial planning for the division related to financing, revenue development, and rate setting strategies; leading, coordinating, and participating in the development of divisional work plans, goals, and objectives; responding to inquiries from citizens, external organizations, and the media; meeting with county financial advisors, insurance brokers, county vendors, and legislators; performing legislative and policy analysis of complex issues with potentially significant impact on division programs, operations, and/or revenue streams; evaluating, selecting, and directing the work of contracted actuaries, third party administrative services, and other insurance plan operational and financial service providers; leading the evaluation, selection, and implementation of a purchased/contracted managed care IT system; developing and monitoring key business metrics and goals and determining the gap between actual and targeted performance; identifying opportunities to enhance revenue sources and reduce costs; directing the development and administration of the division budget; monitoring and approving expenditures; coordinating the forecasting of funds needed for staffing, equipment, materials, and supplies; and identifying financial solutions for division services by evaluating alternatives and options to improve revenue or reduce expenses; and coordinating activities with other internal and external agencies to create new funding opportunities, share cost, and ensure compliance. This position will be responsible for overseeing staff and managing through Finance Specialist Senior Leads and a Program Supervisor.

The Human Resources Class/Comp unit reviewed the responsibilities of these positions and concluded that the duties, responsibilities and qualifications best fit the Finance Manager(9336) classification.

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

Program Offer #25002 – Business Services - will be increased by \$7,054 and will be supported by a like decrease in the unobligated professional services budget in the Director's Office Program Offer #25000.

Subsequent fiscal year personnel merit and COLA increases and will be absorbed within the division's budget.

Service reimbursement to the Risk Management fund will increase by \$343.

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).

There is no change in revenue.

7. What budgets are increased/decreased?

The Department of County Human Services Division budget will remain budget neutral as a result of this budget modification.

Service reimbursement to the Risk Management fund will increase by \$343.

8. What do the changes accomplish?

This budget modification implements the decision from HR Class/Comp to reclassify a full-time Finance Supervisor position to a Finance Manager in order to address the TAC report findings and to accurately reflect the actual functions and duties of the position.

9. Do any personnel actions result from this budget modification?

Yes. The approval of this budget modification will result in reclassifying a full-time 9335 - Finance Supervisor position to a 9336 - Finance Manager 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

Required Signature

**Elected Official or
Dept. Director:** _____

Date: _____

Budget Analyst: _____

Date: _____

Department HR: _____

Date: _____

Countywide HR: _____

Date: _____