



**Multnomah County
Agenda Placement Request
Budget Modification**

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C.2 DATE 4/27/17
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 4/27/17
Agenda Item #: C.2
Est. Start Time: 9:30 am
Date Submitted: 4/25/17

Agenda Title: BUDGET MODIFICATION # DCHS-09-17: Re-classification of two Program Specialist Sr positions to Research Eval Analyst Sr in DCHS

Requested Meeting Date: 4/27/17 Time Needed: N/A Consent

Department: 25 - County Human Services Division: Youth & Family Services

Contact(s): Rose Bak

Phone: 509-988-7522 Ext. 87522 I/O Address 167/2/200

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-09-17, authorizing the reclassification (along with the incumbent) of two full-time Program Specialist Senior positions (711501 in Program Offer 25133A Housing Stabilization for Vulnerable Populations and 715089 in Program Offer 25139A Multnomah Stability Initiative) to Research & Evaluation Analyst Senior as determined by HR Class/Comp reclassification requests #3700 and #3699, respectively.

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 management-initiated request in the Youth and Family Services Division of the Department of County Human Services is for reclassification of two filled positions from a Program Specialist Senior to a Research Evaluation Analyst Senior as a result of a gradual assumption of higher level duties and responsibilities since July 2016. These position were previously more involved in the day-to-day program development and management within the division, but the merger of three divisions into one combined with the restructuring of division needs has resulted in these positions to be focused on high-level division, department, and countywide policy, innovation, and analysis.

Duties are policy analysis and thought leadership, including functioning as a technical consultant and subject matter expert in policy analysis and development. HR Class/Comp determined that the

Research/Evaluation Analyst Senior classification was the best fit for these positions since they provide advanced professional level applied research and evaluation services.

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

The pay scale for the two Research/Evaluation Analyst Senior classifications is higher than their current classifications and are retroactive to September 21, 2016. However, the previous occupant of one of the positions was at the top step so there is an actual net decrease in personnel cost of \$2,909. This reduction will be offset by increasing the temporary personnel budget.

Subsequent fiscal year Personnel costs will increase with approved merit and COLA increases and will be absorbed within the division budgets. A Budget Amendment will be submitted for this reclassification and will become either a part of the overall county staffing amendment for FY18 or a stand-alone department staffing amendment.

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 has been changed.

7. What budgets are increased/decreased?

Program Offer 25133A Housing Stabilization for Vulnerable Populations will remain budget neutral as the decrease of \$9,608 in permanent personnel expenses will be offset by an increase in the temporary personnel budget.

Program Offer 25139A Multnomah Stability Initiative will remain budget neutral as the increase of \$6,699 in permanent personnel expenses will be offset by a decrease in the temporary personnel budget.

8. What do the changes accomplish?

This budget modification implements the decisions of HR Class/Comp to reclassify two Program Specialist Senior positions in DCHS - Youth & Family Services to Research/Evaluation Analyst Senior in order to reflect the actual functions and duties of the two positions involved.

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

Yes, two Program Specialist Senior positions are re-classed to Research & Evaluation Analyst Senior as determined by HR Class/Comp reclassification requests #3700 and #3699.

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: _____

Exp/Rev/FTE - Budget Modification

Budget Year: 2017

Budget Modification: DCHS-09-17

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	25133A-17	1000	22-10	0040	SCPCHHHS.CGF	60000 - Permanent	92,127	85,413	(6,714)	
2	25133A-17	1000	22-10	0040	SCPCHHHS.CGF	60100 - Temporary	0	6,714	6,714	
3	25133A-17	1000	22-10	0040	SCPCHHHS.CGF	60130 - Salary Related Expns	33,498	31,057	(2,441)	
4	25133A-17	1000	22-10	0040	SCPCHHHS.CGF	60135 - Non Base Fringe	0	2,441	2,441	
5	25133A-17	1000	22-10	0040	SCPCHHHS.CGF	60140 - Insurance Benefits	24,069	23,616	(453)	
6	25133A-17	1000	22-10	0040	SCPCHHHS.CGF	60145 - Non Base Insurance	0	453	453	
1000 Total										0
22-10 Total										0
Program Offer Number 25133A-17 Total										0
7	25139A-17	1000	22-10	0040	SCPCSPPV.CGF	60000 - Permanent	70,597	75,471	4,874	
8	25139A-17	1000	22-10	0040	SCPCSPPV.CGF	60100 - Temporary	54,120	49,246	(4,874)	
9	25139A-17	1000	22-10	0040	SCPCSPPV.CGF	60130 - Salary Related Expns	21,873	23,370	1,497	
10	25139A-17	1000	22-10	0040	SCPCSPPV.CGF	60135 - Non Base Fringe	16,620	15,123	(1,497)	
11	25139A-17	1000	22-10	0040	SCPCSPPV.CGF	60140 - Insurance Benefits	20,404	20,732	328	
12	25139A-17	1000	22-10	0040	SCPCSPPV.CGF	60145 - Non Base Insurance	18,654	18,326	(328)	
1000 Total										0
22-10 Total										0
Program Offer Number 25139A-17 Total										0

Exp/Rev/FTE - Budget Modification

Budget Year: 2017

Budget Modification: DCHS-09-17

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				
Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	(60000)	Fringe (60130)	(60140)	Total
711501	6087	Research/Evaluation Analyst/Sr	65075	1000	SCPCHHHS.CGF	1.00	70,531	25,645	19,763	115,939
711501	6088	Program Specialist/Sr	65075	1000	SCPCHHHS.CGF	(1.00)	(79,482)	(28,900)	(20,366)	(128,748)
715089	6087	Research/Evaluation Analyst/Sr	65075	1000	SCPCSPPV.CGF	1.00	73,925	22,703	19,991	116,619
715089	6088	Program Specialist/Sr	65075	1000	SCPCSPPV.CGF	(1.00)	(67,212)	(20,641)	(19,538)	(107,391)
Total Annualized Changes:						0.00	(\$2,238)	(\$1,193)	(\$151)	(\$3,582)

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				
Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	(60000)	Fringe (60130)	(60140)	Total
711501	6087	Research/Evaluation Analyst/Sr	65075	1000	SCPCHHHS.CGF	0.75	52,898	19,234	14,822	86,954
711501	6088	Program Specialist/Sr	65075	1000	SCPCHHHS.CGF	(0.75)	(59,612)	(21,675)	(15,275)	(96,562)
715089	6087	Research/Evaluation Analyst/Sr	65075	1000	SCPCSPPV.CGF	0.75	55,444	17,027	14,993	87,464
715089	6088	Program Specialist/Sr	65075	1000	SCPCSPPV.CGF	(0.75)	(50,570)	(15,530)	(14,665)	(80,765)
Total Current FY Changes:						0.00	(\$1,840)	(\$944)	(\$125)	(\$2,909)