



**Multnomah County**  
**Agenda Placement Request**  
**Budget Modification**  
(FY 2018)

**Board Clerk Use Only**

**Meeting Date:** \_\_\_\_\_

**Agenda Item #:** \_\_\_\_\_

**Est. Start Time:** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_

**Agenda Title:** BUDGET MODIFICATION # DCHS-03-19: Reclassifying a Position in Intellectual & Developmental Disabilities Services Division of DCHS

**Requested Meeting Date:** 8/23/18

**Time Needed:** N/A (Consent Agenda)

**Department:** 25 - County Human Services

**Division:** Intellectual & Developmental Disabilities

**Contact(s):** Dawn Sadler

**Phone:** 503-988-9366      **Ext.** 89366      **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 budget modification DCHS-03-19 authorizing the reclassification of a vacant Case Manager 2 position to a Case Manager Senior in Intellectual & Developmental Disabilities Services (IDD) program offer 25012 – Adult Services. The reclassification was approved by the Central HR Class/Comp unit with request #4124.

**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 was a management-initiated job reclassification request in order to address the increase in case management caseloads. The position will be responsible for monitoring via home visits, service provider visits and phone calls, the receipt of appropriate financial, medical, training, educational, transportation, and other services/supports. The position is also responsible, among other duties, for developing and completing individual service plans with funded vocational and/or residential services and reporting possible protective services issues.

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

The fiscal impact of this reclassification on IDD's budget will be neutral. The initial Case Manager 2 position was budgeted at a Step 6 level. The requested Case

Manager Senior position will be budgeted at a Step 3 level. The two pay scales are identical. Subsequent fiscal year personnel costs for the IDD Adult Services program will be higher with any approved merit and COLA increases.

**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).**

There is no change in revenue.

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

There will be a neutral impact to the IDD Adult Services budget resulting from this reclassification. No other department or county budgets will be affected.

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

This budget modification authorizes the reclassification of a vacant full-time Case Manager 2 position to a Case Manager Senior in order to accurately reflect the actual duties and responsibilities 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 the IDD Adult Services program from a Case Manager 2 to a Case Manager Senior 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

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**Required Signature**

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**Elected Official or  
Dept. Director:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Budget Analyst:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Department HR:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Countywide HR:** \_\_\_\_\_

**Date:** \_\_\_\_\_