



# MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(Revised: 09/23/13)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS

AGENDA # C-4 DATE 2/6/14  
MARINA BAKER, ASST BOARD CLERK

## Board Clerk Use Only

Meeting Date: 2/6/14  
Agenda Item #: C.4  
Est. Start Time: 9:30 am  
Date Submitted: 1/23/14

**Agenda Title:** BUDGET MODIFICATION: DCHS14-29 reclassifying a full-time Case Manager 1 position to a Case Manager 2 in Aging & Disability Services.

*Note: if Contingency, use that form. If item other than a BudMod, please use different APR. : Title should not be more than 2 lines but sufficient to describe the action requested.*

Requested Meeting Date: Next Available Time Needed: N/A (Consent)  
Department: County Human Services Division: Aging & Disability  
Contact(s): Dana Lloyd  
Phone: (503) 988-4073 Ext. 84073 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 DCHS14-29, authorizing the reclassification of a full-time Case Manager 1 position to a Case Manager 2 in Aging & Disability Services (ADS) as determined by the Class/Comp unit of Central Human Resources, Reclassification Request #2398.

### 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 25026A – ADS Public Guardian. ADS submitted the request as the result of revisions to the duties of the incumbent. This position works directly with individuals deemed by the courts to be "incapacitated" and the case management duties assigned require complex assessment evaluation and advocacy skills. Human Resources Class/Comp reviewed the responsibilities of this position and concluded: "While this position does not determine or authorize Medicaid services, the Case Manager 2 classification is a best fit. The advocacy role of supporting incapacitated clients requires complex case management skills, working knowledge of resources

*available across multiple service systems, and application of professional judgment and discretion that is expected at the Case Manager 2 level.*

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

The pay scale for the Case Manager 2 position is higher than that of a Case Manager 1. This will result in a total fiscal year budget increase in personnel costs of \$1,999. The budget for Supplies in ADS's Public Guardian unit will be reduced by a like amount to offset the increased personnel costs. Subsequent fiscal year personnel costs will increase \$3,845 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 \$100.

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

N/A

**5. Explain any citizen and/or other government participation that has or will take place.**

N/A

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**Budget Modification**

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If the request is a Budget Modification, please answer all of the following in detail:

- **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.

- **What budgets are increased/decreased?**

There is a neutral impact to the Aging & Disabilities Services budget as a result of this reclassification.

Service reimbursement from the Federal/State fund to the Risk Management fund will increase by \$100.

- **What do the changes accomplish?**

This budget modification implements the decision from HR Class/Comp to reclassify a full-time Case Manager 1 position, along with the incumbent, to a Case Manager 2 in order to accurately reflect the actual functions and duties of the position involved.

- **Do any personnel actions result from this budget modification? Explain.**

Yes. The approval of this budget modification will result in reclassifying a full-time position in Aging & Disability Services from a Case Manager 1 to a Case Manager 2 as determined by the Class/Comp unit of Central Human Resources with an effective date of 12-20-13.

- **If a grant, is 100% of the central and department indirect recovered? If not, please explain why.**

N/A

- **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

- **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 (i.e. cash match, in kind match, reporting requirements etc)?**

N/A

**NOTE:** Attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.

**Required Signatures**

**Elected Official or Dept Director:** Kathy Tinkle for Susan Myers /s/ **Date:** 01/21/14

**Budget Analyst:** Jennifer Unruh **Date:** 1/23/14

**Department HR:** Urmila Jhattu **Date:** 01/22/14

**Countywide HR:** Susan Mullett **Date:** 01/22/14

*Note: Please submit electronically. Insert names of your approvers followed by /s/ - we no longer use actual signatures. Please date each signature. Use "n/a" when signature not applicable.*

DCHS14-29

# EXPENDITURES & REVENUES

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with SAP.

Budget/Fiscal Year: 2014

Line No.	Fund Center	Fund Code	Program #	Func. Area	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Description
					Internal Order	Cost Center	WBS Element					
1	30-65	1000	25026A	0040			ADSDIVPGGF	60000	619,400	620,827	1,427	Permanent Salary Expense
2	30-65	1000	25026A	0040			ADSDIVPGGF	60130	214,572	215,044	472	Salary Related Expense
3	30-65	1000	25026A	0040			ADSDIVPGGF	60140	184,877	184,977	100	Insurance Benefits
4	30-65	1000	25026A	0040			ADSDIVPGGF	60240	7,270	5,271	(1,999)	Supplies
5												
6												
7	72-80	3500		0020		705210		50316		(100)	(100)	Svc Rmb Insurance
8	72-80	3500		0020		705210		60330		100	100	Claims Paid
9												
10												
11												
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29												
											0	Total - Page 1
											0	GRAND TOTAL

Budget Modification: DCHS14-29

**ANNUALIZED PERSONNEL CHANGE**

Change on a full year basis even though this action affects only a part of the fiscal year (FY).

							ANNUALIZED			
Fund	Job #	HR Org	WBS	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
1000	6298	65174	ADSDIVPGGF	Case Manager 1	702143	(1.00)	(43,075)	(14,280)	(17,167)	(74,522)
1000	6297	65174	ADSDIVPGGF	Case Manager 2	702143	1.00	45,819	15,189	17,359	78,367
										0
										0
										0
										0
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TOTAL ANNUALIZED CHANGES						0.00	2,744	909	192	3,845

**CURRENT YEAR PERSONNEL DOLLAR CHANGE**

Calculate costs/savings that will take place in this FY; these should explain the actual dollar amounts being changed by this Bud Mod.

Effective Date: 12-20-13

							CURRENT YEAR			
Fund	Job #	HR Org	WBS	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
1000	6298	65174	ADSDIVPGGF	Case Manager 1	702143	(0.52)	(22,399)	(7,426)	(8,927)	(38,752)
1000	6297	65174	ADSDIVPGGF	Case Manager 2	702143	0.52	23,826	7,898	9,027	40,751
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TOTAL CURRENT FY CHANGES						0.00	1,427	472	100	1,999