



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(Revised: 09/23/13)

Board Clerk Use Only

Meeting Date:	<u>5/8/14</u>
Agenda Item #:	<u>C.3</u>
Est. Start Time:	<u>9:30 am</u>
Date Submitted:	<u>4/23/14</u>

Agenda Title: **BUDGET MODIFICATION: DCHS14-45 reclassifying a vacant full-time Program Specialist position to a Case Manager 1 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:	<u>Next Available</u>	Time Needed:	<u>N/A (Consent)</u>
Department:	<u>County Human Services</u>	Division:	<u>SUN Service System</u>
Contact(s):	<u>Peggy Samolinski</u>		
Phone:	<u>(503) 988-7453</u>	Ext.:	<u>87453</u>
		I/O Address:	<u>167/2/200</u>
Presenter Name(s) & Title(s):	<u>N/A – Consent Agenda</u>		

General Information

1. What action are you requesting from the Board?

The Department of County Human Services (DCHS) is requesting approval of budget modification DCHS14-45, authorizing the reclassification two filled FTE Family Intervention Specialists to FTE Case Manager Senior in SUN Service System Division (SUN) as determined by the Class/Comp unit of Central Human Resources, Reclassification Requests #2459 & #2453.

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 25156A – SUN Bienestar Social Services. SUN submitted the request for reclassification review from Family Intervention Specialists (FIS) to Case Manager Senior. Duties assigned to these positions include providing direct client services and case management, including working with families with assistance for housing, utility, family goods, legal, employment, academic support, health services, and domestic violence and crisis intervention; coordinate services with community agencies and partners to provide healthy lifestyles and leisure activities and classes; and service

documentation and evaluation, including completing intake files and inputting data into tracking systems, completing fund requests and forms, and completing reports.

Human Resources Class/Comp reviewed the responsibilities of this position and concluded: *“The Case Manager Senior classification is the best fit as the work requires case management duties, subject knowledge expertise for client services, specialized cultural knowledge and skills, and coordination of services in partnership with community agencies.”*

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

The grade and pay scale for a Case Manager Senior position is identical to the budgeted Family Intervention Specialist. As a result, there is no financial budget impact for FY14. The effective date of this reclassification is April 4, 2014. Subsequent fiscal year personnel costs will increase with normal merit and COLA increases.

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

Budget Modification

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?**

This reclassification results in no financial impact to any budgets for FY14.

- **What do the changes accomplish?**

This budget modification implements the decision from HR Class/Comp to reclassify two filled FTE Family Intervention Specialist positions to Case Manager Senior in order to accurately reflect the currently planned 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 two filled FTE positions in SUN Service System Division from Family Intervention Specialist to Case Manager Seniors as determined by the Class/Comp unit of Central Human Resources with an effective date of 04-04-14.

- **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: Susan Myers /s/ **Date:** 4/22/2014

Budget Analyst: Jennifer Unruh /s/ **Date:** 4/16/2014

Department HR: Chris Radzom /s/ **Date:** 4/14/2014

Countywide HR: Susan Mullett /s/ **Date:** 04/14/2014

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."