



Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS

AGENDA # C-4 DATE 9/10/15
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 9/10/15

Agenda Item #: C.4

Est. Start Time: 9:30 am

Date Submitted: 9/1/15

Agenda Title: BUDGET MODIFICATION # DCHS-08-16: Reclassify an Office Asst 2 to a Case Management Asst in Aging, Disability & Veteran's Division

Requested Meeting Date: 9/10/15 **Time Needed:** N/A (Consent Agenda)

Department: 25 - County Human Services **Division:** Aging, Disability & Veterans Services

Contact(s): Eric Ensley

Phone: 503-988-2463 **Ext.** 82463 **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 BudMod-DCHS-08-16, authorizing the reclassification of a vacant full-time Office Assistant 2 (OA2) position to a Case Management Assistant (CMA) in Aging, Disability & Veterans Services division (ADVSD) as determined by the Class/Comp unit of Central Human Resources, Reclassification Request #3076.

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 25025A – ADVSD Veteran's Services. ADVSD submitted this reclassification request due to the changing business needs of the Veteran's Services unit. As a result, the Office Assistant 2 position was reclassified to a Case Management Assistant. This position will support the Veterans Services Officers.

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

The CMA classification has a higher pay scale than an OA 2 position. The OA 2 position was budgeted at step 5 at the time the FY16 adopted budget was prepared, but is currently vacant. ADVSD is budgeted the CMA at a step 1 level, effective September 1, 2015. Therefore, the reclassification to a CMA will result in a slight decrease in the total cost of the position for FY16.

The impact on the current fiscal year personnel budget will be kept neutral. Subsequent fiscal year increased personnel costs, along with any related merit and COLA increases, will be absorbed within the ADVSD budget.

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 is being changed with this budget modification.

7. What budgets are increased/decreased?

There is a neutral impact to the Aging, Disability & Veteran's Services budget and all service reimbursement budgets as a result of this reclassification.

8. What do the changes accomplish?

This budget modification implements the decision from HR Class/Comp to reclassify a vacant full-time Office Assistant 2 position to a Case Management Assistant in order to accurately reflect the current functions and duties 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 Aging Disability & Veteran's Services from an Office Assistant 2 to a Case Management Assistant as determined by the Class/Comp unit of Central Human Resources, effective September 1, 2015.

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 Liesl Wendt /s/
Dept. Director:

Date: 9/1/2015

Budget Analyst: Allegra Willhite /s/

Date: 9/1/2015

Department HR: Chris Radzom /s/

Date: 9/1/2015

Countywide HR: Susan Mullett /s/

Date: 9/1/2015

Exp/Rev/FTE - Budget Modification

Budget Year: 2016

Budget Modification: DCHS-08-16

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	25025A-16	1000	30-45	0040	ADSDIVVSGF	60000 - Permanent	221,402	220,946	(456)	
2	25025A-16	1000	30-45	0040	ADSDIVVSGF	60000 - Permanent	221,402	221,858	456	
3	25025A-16	1000	30-45	0040	ADSDIVVSGF	60130 - Salary Related Expns	64,204	64,073	(131)	
4	25025A-16	1000	30-45	0040	ADSDIVVSGF	60130 - Salary Related Expns	64,204	64,335	131	
5	25025A-16	1000	30-45	0040	ADSDIVVSGF	60140 - Insurance Benefits	70,279	70,249	(30)	
6	25025A-16	1000	30-45	0040	ADSDIVVSGF	60140 - Insurance Benefits	70,279	70,309	30	
1000 Total										0
7	25025A-16	23950	30-45	0040	ADSDIVVSDVA	60000 - Permanent	102,529	102,073	(456)	
8	25025A-16	23950	30-45	0040	ADSDIVVSDVA	60000 - Permanent	102,529	102,985	456	
9	25025A-16	23950	30-45	0040	ADSDIVVSDVA	60130 - Salary Related Expns	29,415	29,284	(131)	
10	25025A-16	23950	30-45	0040	ADSDIVVSDVA	60130 - Salary Related Expns	29,415	29,546	131	
11	25025A-16	23950	30-45	0040	ADSDIVVSDVA	60140 - Insurance Benefits	33,950	33,920	(30)	
12	25025A-16	23950	30-45	0040	ADSDIVVSDVA	60140 - Insurance Benefits	33,950	33,980	30	
23950 Total										0
30-45 Total										0
Program Offer Number 25025A-16 Total										0

Exp/Rev/FTE - Budget Modification

Budget Year: 2016

Budget Modification: DCHS-08-16

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				
Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
713679	6001	Office Assistant 2	67157	23950	ADSDIVVSDVA	(0.50)	(18,822)	(5,400)	(8,346)	(32,568)
713679	6001	Office Assistant 2	67157	1000	ADSDIVVSGF	(0.50)	(18,822)	(5,400)	(8,346)	(32,568)
713679	6299	Case Management Assistant	67157	23950	ADSDIVVSDVA	0.50	18,294	5,249	8,311	31,854
713679	6299	Case Management Assistant	67157	1000	ADSDIVVSGF	0.50	18,294	5,249	8,311	31,854
Total Annualized Changes:						0.00	(\$1,056)	(\$302)	(\$70)	(\$1,428)

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				
Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
713679	6001	Office Assistant 2	67157	23950	ADSDIVVSDVA	(0.42)	(15,701)	(4,505)	(6,956)	(27,162)
713679	6001	Office Assistant 2	67157	1000	ADSDIVVSGF	(0.42)	(15,701)	(4,505)	(6,956)	(27,162)
713679	6299	Case Management Assistant	67157	23950	ADSDIVVSDVA	0.42	15,245	4,374	6,926	26,545
713679	6299	Case Management Assistant	67157	1000	ADSDIVVSGF	0.42	15,245	4,374	6,926	26,545
Total Current FY Changes:						0.00	(\$912)	(\$262)	(\$60)	(\$1,234)