



Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

Board Clerk Use Only

Meeting Date: _____

Agenda Item #: _____

Est. Start Time: _____

Date Submitted: _____

Agenda Title: BUDGET MODIFICATION # DCHS-29-15: Reclassification 3 full-time FS 1 positions to (2) FS Sr and (1) FS 2 positions in DCHS

Requested Meeting Date: _____ **Time Needed:** 5 Minutes

Department: 25 - County Human Services **Division:** Department Administration

Contact(s): Rob Kodiriy

Phone: 503-988-6569 **Ext.** 86569 **I/O Address** 167/1/240

Presenter Name(s) & Title(s): Rob Kodiriy - Business Services & Finance Director

General Information

1. What action are you requesting from the Board?

The Department of County Human Services requests approval of Budget Modification DCHS-29-15 which reclassifies 3 positions; Position #704170 from a Finance Specialist 1 to a Finance Specialist 2 per class comp request #2577, Position #709309 from a Finance Specialist 1 to a Finance Specialist Senior per class comp request #2578, and Position #715095 from a Finance Specialist 1 to a Finance Specialist Senior per class comp request #2579 in Program Offer #25002 - Business Services.

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.

Program Offer #25002 - Business Services. In order to respond to financial infrastructure issues identified in the 2014 Technical Assistance Collaborative Report, it was determined the Mental Health Finance Unit business operations should be reorganized in order to improve service to their providers. To address this, the current 3 full-time Finance Specialist 1 positions were submitted for re-classification to become effective February 1, 2015.

The Finance Specialist 2 position will perform financial analysis, professional accounting, auditing, and fiscal management. Duties are operational accounting administration, oversight and compliance, including verifying invoices in meeting contractual requirements, performing data entry of receipts, verifying all final invoices are received for year-end, and reviewing provider contracts

for compliance; contract management and administration, including creating contract files, ensuring that contract Release Order lines do not exceed available funding, and establishing tracking systems; technical assistance, including providing training and financial analysis; reporting; and division budget development assistance.

The Human Resources Class/Comp unit reviewed the responsibilities of this position and concluded that the duties, responsibilities and qualifications best fit the Finance Specialist 2 classification.

The Finance Specialist Senior positions will perform advanced, complex financial analysis and auditing and prepare detailed financial reports for senior management. Duties are financial analysis, including forecasting and estimating year-end; ensuring compliance to laws, funding requirements, and regulations; and developing trend analysis; reporting, including preparing annual expenditure, revenue, budget, and other management reports; accounting and project coding administration, including training of department staff; and division budget development assistance.

The Human Resources Class/Comp unit reviewed the responsibilities of these positions and concluded that the duties, responsibilities and qualifications best fit the Finance Specialist Senior classification.

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

Program Offer #25050 - Business Services will be reduced by \$131,548 as the HSO funding is being returned to the Mental Health & Addiction Services Division. The three re-classed positions and their supervisor are now completely funded via department indirect revenue that was increased in the Supplemental Budget and County General Fund. The increased personnel expense will be offset by a decrease in the temporary and travel & training budgets.

Subsequent fiscal year personnel merit and COLA increases and will be absorbed within the division's budget.

Program Offer #25062 – Mental Health Services for Adults - contracted expenses and related indirect costs will increase by \$131,548 to fund mental health services provided to the increased membership population.

Service reimbursement to the Risk Management fund will increase by \$808.

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).

There is no change in revenue.

7. What budgets are increased/decreased?

The Department of County Human Services Division budget will remain budget neutral as a result of this budget modification.

Service reimbursement to the Risk Management fund will increase by \$808.

8. What do the changes accomplish?

The approval of this budget modification will result in reclassifying 3 - 1.00 FTE positions in DCHS Administration Mental Health Finance Unit from Finance Specialist 1 to (1) Finance Specialist 2 and (2) Finance Specialist Seniors as determined by the Class/Comp unit of Central Human Resources.

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

Yes, three Finance Specialist 1 positions are re-classed to one Finance Specialist 2 and two Finance Specialist Senior positions 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

Required Signature

Elected Official or
Dept. Director: _____

Date: _____

Budget Analyst: _____

Date: _____

Department HR: _____

Date: _____

Countywide HR: _____

Date: _____