

# REQUEST FOR BUDGET ADJUSTMENT

## Executive Summary

Reference No: 225000FTE01	For Fiscal Year: 2017
Requesting Organization: 22500000 BEHAVIORAL HEALTH	Date of Request: 12-May-17
Budget Adjust Type(s): FTE/Position Reclass	One Time Change (Y or N): N
	If No, next year's impact: (\$4,061)
	Net FTE Change: 0.00

### Description and Justification:

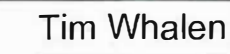
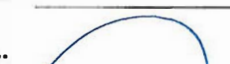



BHS FTE Reclass Position #2331: BHS is requesting to reclassify Position #2331 from a Secretary grade 10 position to a clinical administrative assistant grade 13. The clinical team responsible for auditing, utilization management, records management, training and Medicaid appeals is currently very overwhelmed. Increasing the grade and role of this position allows the clinical team to hire an individual with a sufficient skill set to better support the team. Currently work that could be addressed by this position is being performed by grade 16, masters level social workers. This change will allow the social workers to focus on the backlog of work that only they can do. This secretary position becomes vacant on 6/1/2017. The net budget impact results a savings of \$4K, please see the attached for the details.

## Fund Impact

SUMMARY OF FUND IMPACT BY FUND	
FUND:	120 GRANT PROGRAMS FUND
Fund Impact (Budgetary)	\$0
Fund Impact (Transfers)	\$0
TOTAL FUND IMPACT	\$0

SUMMARY OF CNTY FUNDING IMPACT BY DEPT				
DEPT	REVENUE	EXPENSE	BAL SHEET	CNTY FUNDING
TOTALS	0	0	0	0

## Approvals

Division Director:	<div style="display: flex; align-items: center;"> <div style="flex: 1;">  </div> <div style="font-size: small; margin-left: 5px;">             Digitally signed by Tim Whalen              Date: 2017.05.15 07:59:18 -06'00'           </div> </div>	Date: _____
Dept. or Elected Fiscal Mgr:	<div style="display: flex; align-items: center;"> <div style="flex: 1;">  </div> <div style="font-size: small; margin-left: 5px;">             Digitally signed by Yanping Ding              Date: 2017.05.15 08:00:28 -06'00'           </div> </div>	Date: _____
Dept. Dir. or Elected Official:	<div style="display: flex; align-items: center;"> <div style="flex: 1;">  </div> <div style="font-size: small; margin-left: 5px;">             Digitally signed by Karen Crompton              Date: 2017.05.15 08:09:22 -06'00'           </div> </div>	Date: _____
Facilities Division Director: (Capital Projects Only)	<div style="display: flex; align-items: center;"> <div style="flex: 1;">  </div> <div style="margin-left: 5px;">             Date: _____           </div> </div>	Date: _____
Chief Financial Officer:	<div style="display: flex; align-items: center;"> <div style="flex: 1;">  </div> <div style="margin-left: 5px;">             Date: 5/15/2017           </div> </div>	Date: 5/15/2017
Mayor or Designee:	<div style="display: flex; align-items: center;"> <div style="flex: 1;">  </div> <div style="margin-left: 5px;">             Date: 5/16/17           </div> </div>	Date: 5/16/17
Council Action:	<div style="display: flex; align-items: center;"> <div style="flex: 1;">  </div> <div style="margin-left: 5px;">             Date: _____           </div> </div>	Date: _____

Budget Adjustment Detail	
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**Budget Year:** 2017

\* **Requesting Department:** 22500000 BEHAVIORAL HEALTH SERVICES PRGM

**Budget Period:** Pre-June Interim

\* Req Item No: 225000FTE01

\* **Adjustment Title:** BHS FTE Reclass Position #2331

Adjustment Type(s): FTE/Position Reclass

**Expense Budget String(s):**

*This adjustment involves a reclass; while the next year's financial impact may be presented, no actual budget adjustment is required.*

[illegible]

TOTAL EXPENDITURE CHANGE:	\$0
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Revenue Budget String(s):

[illegible]

<b>TOTAL REVENUE CHANGE:</b>	<b>\$0</b>
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**Balance Sheet String(s):** ☐ Bal sheet strings only required for Proprietary Fund adjustments: check if applicable.

FUND	SUB-DEPT ID	BAL. SHEET ACCOUNT	AMOUNT
		BAL SHT	
		BAL SHT	
		BAL SHT	

<b>TOTAL BALANCE SHEET CHANGE:</b>	<b>\$0</b>
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\* One Time Change (Y or N): N  
If No, next year's impact: (\$4,061)

No. of New FTEs:	<u>0.00</u>	(2)
No. of New Time Limited FTEs:	<u>0.00</u>	(2)
No. of Transferred FTEs:	<u>0.00</u>	(2)
No. of Other FTEs:	<u>0.00</u>	(2)

**Fund Balance Transfers:**

From Fund	From Dept ID	To Fund	To Dept ID	Amount

**Description and justification: (Attach additional pages as needed.)\***

BHS is requesting to reclassify Position #2331 from a Secretary grade 10 position to a clinical administrative assistant grade 13. The clinical team responsible for auditing, utilization management, records management, training and Medicaid appeals is currently very overwhelmed. Increasing the grade and role of this position allows the clinical team to hire an individual with a sufficient skill set to better support the team. Currently work that could be addressed by this position is being performed by grade 16, masters level social workers. This change will allow the social workers to focus on the backlog of work that only they can do. This secretary position becomes vacant on 6/1/2017. The net budget impact results a savings of \$4K, please see the attached for the details.

(1) If the request is for a grant, include the dates the grant will expire and what obligations are required of the County after the grant expires.

## Position Management Information

**INSTRUCTIONS:** Complete one section for each position. To facilitate efficient execution of HR actions, please complete ALL fields as requested. TO fields are required for all position actions while FROM fields only need to be entered for position transfers. Print pages for completed sections and attach to the budget adjustment form.

Position 1		
Position Number (For changes to existing positions)	2331	
Existing/Proposed Job Start Date		
Existing/Proposed Job Code		
Existing/Proposed Job Title		
Position Type: Full-Time (FT), Part-Time (PT)	Full	
Time Limited? Yes / No		
If Time Limited , expected expiration date		
Location Code (four digit number)		
Fund	To:	From:
PS/BRASS Sub Department Id	To:	From:
Reports To Position Number		
Reports To Job Title		
FTE (Example: .50 / .75 / 1.0)	To:	From:
Action Type: (New position (N), New TL (TL), Reclassification (R), Transfer (T), FTE Change/Re-Allocation (RA), Abolish (A), Other (O))	R	

BHS FTEs reclass budget impact analysis - as of 2017-4-19									601030	601040	603005	603025	603040	603045	603050	Fund Sources		
Req#	Action	Dept ID	Position #	Name	Job Title	Job Code	FTE	Time Limited (Y/N)	Salary (Merit)	Salary (Time-Limited)	FICA	Retirement	LTD	401K	Health Ins.	TOTALS	Outside Revenues	Tax Dollars
2	From	2250000400	00002331	Helen Smith	Secretary	502	1	N	39,528.00	-	3,024.00	7,296.00	192.00	-	17,478.00	\$ 67,518.00	\$ -	\$ 67,518.00
	To	2250000400	00002331	Vacant 5/1	TBD ~13	TBD	1	N	36,320.00	-	2,778.58	6,703.87	176.42	-	17,478.00	\$ 63,456.87	\$ -	\$ 63,456.87
	Net Annual Impact						0		\$ (3,208.00)	\$ -	\$ (245.42)	\$ (592.13)	\$ (15.58)	\$ -	\$ -	\$ (4,061.13)	\$ -	\$ (4,061.13)