



KLAMATH COUNTY
Human Resources

To: Board of County Commissioners

From: Amanda Van Riper
Human Resources Director

Date: January 20, 2023

Re: **Professional Support Team Restructure Request – DDS**

Date Scheduled for Administrative Meeting: January 24, 2023

On behalf of Myles Maxey, DDS Director, we are seeking your approval for the restructuring and reclassification of the DDS Professional Support Team. This involves all current Professional Support Team members. After reviewing the results of a salary survey, we are suggesting a reclassification to all Support Coordinator positions to make these positions competitive with our comparator counties. There will be no additional FTE created by the proposed changes.

Professional Support Team Supervisor

We are seeking to a Professional Support Team Supervisor (UF25). This position will be responsible for all aspects of billing and service plan authorizations for KCDDS. Additionally, this position will have additional responsibilities of supervising all members of the KCDDS Professional Support Team. This will include the hiring, training, and evaluation processes. Further, this position would be the primary contact for billing concerns from providers. Lastly, the Professional Support Team Supervisor will be responsible for all aspects of specific KCDDS grant procurement and coordination.

Upon approval from the board to create the Professional Support Team Supervisor position, KCDDS would like to post for applications internally. If a current Support Team Member is hired for the position, then their position would not be backfilled.

Eligibility Support Coordinator

We are seeking to create an Eligibility Support Coordinator position. This position will be responsible for all administrative aspects of the DD Eligibility process, including scheduling of intakes, sending out record requests after ROIs are obtained and following up until records are received, processing records once received and distributing to the appropriate Eligibility Specialist, coordinating psychological testing schedules, and creating profiles for individuals in both the KCDDS system as well as the State of Oregon DD system. Additionally, this position will provide back up support to other Support Coordinators in their absence.

In 2022, there has continued to be an increase in the number of individuals apply for DD Services. In comparison to 2021, KCDDS has seen:

- 51 more applications (198 vs. 147)
- 42 more determination packets completed (178 vs. 136).

For 2023,

- KCDDS has already completed 14 determination packets.
- 24 individuals already in service with KCDDS that need eligibility redeterminations completed.
- Currently have about 70 new individuals at some point in the eligibility process, this is remaining consistent.

We would like to create this position at LH15 and promote the current DDS Program Support Coordinator, to this position upon approval from the board. They would move from LH14 Step 3 to LH15 Step 3, effective February 1, 2023. Seniority date will change.

Administrative Support Coordinator

With the creation of the Eligibility Support Coordinator position, the Administrative Support Coordinator role will take on additional responsibilities that are currently held by the DD Office Technician (which will be dissolved). Additionally, this position will continue to provide administrative support to the Protective Services Team. This role will also take on additional responsibilities around processing record requests for all individuals currently or formally supported by KCDDS.

Upon approval from the board, we would like to make the above-mentioned changes and reclassify the current Administrative Support Coordinator, from LH14 Step 2 to LH15 Step 2, effective February 1, 2023. Seniority date will not change.

Community Support Coordinator & Program Support Coordinator

To keep all support coordinators equal, we are suggesting a reclassification of the DD Community Support Coordinator from LH14 Step 1 to LH15 Step 1, and the DD Office Technician (LH11 Step 2) to the Program Support Coordinator position (LH15 Step 1). Seniority dates will not change.

The department has the funds to cover the costs of these reclassifications.

Suggested Motion: Hereby motion to approve the request to restructure and reclassify the positions within the DDS Professional Support Team as outlined above:

Chair
Approved
Disapproved

Commissioner
Approved
Disapproved

Commissioner
Approved
Disapproved

Date

Date

Date