DHS Oregon Department of Human Services

Seniors and People with Disabilities

Information Memorandum Transmittal

Cathy Cooper
Authorized Signature

Number: **SPD-IM-06-056**
Issue Date: 07/06/2006

Topic: Other

Subject: SPD Organizational Structure Clean Up

Applies to (check all that apply):

- ☐ All DHS employees
- ☒ Area Agencies on Aging
- ☐ Children, Adults and Families
- ☐ County DD Program Managers
- ☐ County Mental Health Directors
- ☐ Health Services
- ☒ Seniors and People with Disabilities
- ☐ Other (please specify):

Message:

This IM applies to Contract AAAs and State Offices only.

The intent of this IM is to provide an overview of the SPD organizational structure clean up performed by staff from SPD, Finance and Policy Analysis (FPA), Human Resources (HR), and Office of Financial Services (OFS.)

Background:

An organizational restructure and clean up was recently completed in SPD. The restructure is to separate and appropriately align the Aged and Physically Disabled and the Developmentally Disabled programs. The clean up was intended to correctly align positions organizationally in the budgeting and staffing systems.

Each SPD Program Administrator met with FPA, HR and OFS to review all positions in SPD. Each position was reviewed and updated for Labor Cost Code (LCC), Program Cost Account (PCA) and RDC.

1 - Labor Cost Code: Identifies where a position should be charged, the location or office and how to fund the position
2 - PCA: Defines program and grant, funding source or type.
3 – RDC: Defines Branch/Unit and Office

The updates are being processed. SPD/AAA Program Managers will see the changes their RDC codes on their C reports. Please review your C reports carefully and contact one of the people listed below for any questions.

Next Steps:
Maintenance of the organizational structure to keep it appropriately aligned will be important.

1 - Go to the Office of Financial Services website for the updated SPD charts:
http://www.dhs.state.or.us/admin/accounting/agency100.htm
Look for :
Agency 100 Accounting Information
AY07 Agency 100 org charts
SPD rdc/index/pca

2 - A netlink training module covering topics such as coding of expenditure documents, completion of personnel actions, labor cost codes, payroll codes is in the planning stages and will be announced soon.

3 – A quick reference sheet is attached to assist field staff with coding definitions.

If you have any questions about this information, contact:

Contact(s):	Angela Young - Human Resources, 503- 945-5845 Brenda Weist - Financial Policy & Analysis 503-945-6988 Maria Nelson - SPD, 503-947-2310 Mike Boyer - Office of Financial Services, 503- 947-5465		
Phone:		**Fax:**	
E-mail:			

Labor Cost Codes

Labor cost codes identify where a position should be charged, the location or office and how to fund the position.

As employees come, go, or do something new, their labor cost codes may need to be updated.

Each employee in DHS is assigned to a labor cost code in the personnel system. This labor cost code determines how each person's payroll costs are charged to the DHS cluster or program and to federal grants or other special funding sources.

How Employees are charged to the right codes

A labor cost code is a 12 digit numeric combination of accounting codes:

XX	XXXXX	XXXXX
Biennium 07 Current Biennium	PCA 25901 Self Sufficiency	Index 24220 Astoria SS Branch

- Biennium = a two year period in which the legislature has approved a budget (currently we are in the 05-07 biennium which started 7/1/05 and ends 6/30/07)

- PCA = defines program and grant, funding source or type

- Index = defines lowest level of organization structure or location

These same codes are used to record all accounting transactions in the statewide accounting system and are on the organizational charts for the department.

Labor cost codes are changed using a Personal Action DHS 0109 Form available at http://dhsforms.hr.state.or.us/Forms/Served/DE0109.pdf

Reasons to submit a PA to change the labor cost code

- When an employee is hired

- When an employee is transferred in
- When an employee is moved to a different position
- When a unit moves on the organizational chart or reports to a different manager in a different office, SDA or cluster
- When an employee's duties change, so that he/she might need to be paid for by a different grant or organization element
- You discover an error in how the employee is coded

To view the organization charts with the coding for each office, you can view and download from the Financial Services website. Each office within SPD is listed with the corresponding PCA and Index listed, as is the correct RDC.

http://www.dhs.state.or.us/admin/accounting/publications/SPD_AY07.pdf

And look under the following:

- AY07 Agency 100 org charts
- SPD rdc/index/pca (PDF)

To get a labor cost center or verify a correct labor cost center you can also contact SPD Position Management Coordinator – Maria Nelson at 503-947-2310.