MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST
BUDGET MODIFICATION
(Revised: 8/18/11)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C. 2 DATE 7/25/13
LYNDA GROW, BOARD CLERK

Agenda Title:	**BUDGET MODIFICATION: DCHS14-01 reclassifying a full time Data Analyst position to a Data Analyst Senior in the Department of County Human Services.**

Note: For all other submissions (i.e. Notices of Intent, Ordinances, Resolutions, Orders or Proclamations) please use the APR short form.

Requested Meeting Date:	Next Available Consent	**Time Needed:**	N/A
Department:	County Human Services	**Division:**	Mental Health & Addiction
Contact(s):	Jacob Mestman		
Phone:	503-984-1840 Ext.	**I/O Address:**	
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 budget modification DCHS14-01, authorizing the reclassification of a full time Data Analyst position to a Data Analyst Senior in the Mental Health & Addiction Services division (MHASD), as determined by the Class/Comp unit of Central Human Resources, Reclassification Request #2211.

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 classification request initiated by management in Program Offer 25053 - Mental Health Quality Management, Protective Services & Decision Support. This position in the Mental Health and Addiction Services within DCHS is being reclassified as a result of a change in the duties. Since the implementation of Evolve in September 2012, the duties assigned to this position requires SQL coding skills, SQL server stored procedure design, back-end database development and advanced Microsoft SSRS development. This position works closely with the

implementation team to ensure that that the EvolveCS- Behavioral Health Electronic Record (ERH) system meets the current business processes of the Division. Duties include designing and developing complex reports; developing reporting processes/workflows; extracting complex information and data from multiple systems; using advanced formulas and mathematical modeling to comply with reporting requirements. A desk audit was conducted and additional position duties were discussed including acting as the subject matter export regarding the reporting component and the impact on the implementation project; addressing project priorities and business needs; working as liaison between customers and IT; being assigned the highest priority report and data requests; and serving as liaison with outside software vendors, and senior/executive management on data analysis, reporting issues, and needs.

HR Class/Comp agreed that the duties and responsibilities of this position warrant a reclassification to Data Analyst Senior (6456).

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

   N/A, the Data Analyst position is currently a Step 8 and will re-class to Step 1of the new job classification Data Analyst Senior position with is the equal pay grade. Subsequent fiscal year personnel costs will be higher by an estimated $1,853 excluding any COLA increases.

4. **Explain any legal and/or policy issues involved.**

   N/A

5. **Explain any citizen and/or other government participation that has or will take place.**

   N/A

Budget Modification

If the request is a <u>Budget Modification,</u> please answer <u>all</u> of the following in detail:

- **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.

- **What budgets are increased/decreased?**

  There are no budgetary changes with this budget modification.

- **What do the changes accomplish?**

  This budget modification implements the decision from the HR Class/Comp unit to reclassify a full time Data Analyst position to a Data Analyst Senior in order to accurately reflect current responsibilities and recognize the additional functions and duties added over time to this position.

- **Do any personnel actions result from this budget modification? Explain.**

  Yes. The approval of this budget modification will result in the classification of position #705026 in Mental Health and Addiction Services from a Data Analyst to a Data Analyst Senior, as determined by the Class/Comp unit of Central Human Resources.

- **If a grant, is 100% of the central and department indirect recovered? If not, please explain why.**

  N/A

- 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

- 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 (i.e. cash match, in kind match, reporting requirements etc)?

  N/A

> NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.

Required Signature

Elected Official or Dept Director: Kathy Tinkle for Susan Myers /s/   **Date:** 06/24/13

Budget Analyst: Jennifer Unruh /s/   **Date:** 7/9/13

Department HR: Urmila Jhattu /s/   **Date:** 6/24/13

Countywide HR: Susan Mullett /s/   **Date:** 7/08/13

ANNUALIZED PERSONNEL CHANGE

Change on a <u>full year basis</u> even though this action affects only a part of the fiscal year (FY).

Fund	Job #	HR Org	CC/WBS/IO	Position Title	Position Number	FTE	ANNUALIZED			
							BASE PAY	FRINGE	INSUR	TOTAL
82037	6073	65851	MA SA QM DS FL37	Data Analyst	705026	(1.00)	(62,765)	(21,886)	(18,546)	(103,197)
82037	6456	65851	MA SA QM DS FL37	Data Analyst Senior	705026	1.00	62,765	21,886	18,546	103,197
				TOTAL ANNUALIZED CHANGES		0.00	0	0	0	0

CURRENT YEAR PERSONNEL DOLLAR CHANGE

Calculate costs/savings that will take place <u>in this FY</u>; these should explain the actual dollar amounts being changed by this Bud Mod.

Effective Date: 7-1-13

Fund	Job #	HR Org	CC/WBS/IO	Position Title	Position Number	FTE	CURRENT YEAR			
							BASE PAY	FRINGE	INSUR	TOTAL
82037	6073	65851	MA SA QM DS FL37	Data Analyst	705026	(1.00)	(62,765)	(21,886)	(18,546)	(103,197)
82037	6456	65851	MA SA QM DS FL37	Data Analyst Senior	705026	1.00	62,765	21,886	18,546	103,197
				TOTAL CURRENT FY CHANGES		0.00	0	0	0	0

EXPENDITURES & REVENUES

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with SAP.

Budget/Fiscal Year: 2013

Line No.	Fund Center	Fund Code	Program #	Func. Area	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Description
					Internal Order	*Cost Center*	*WBS Element*					
1							No Financial Changes					
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