



# 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 # HD-20-16: Authorizing two position reclassifications within the Health Department**

**Requested Meeting Date:** \_\_\_\_\_ **Time Needed:** N/A - Consent

**Department:** 40 - Health Department **Division:** Integrated Clinic Services, Business Services

**Contact(s):** Robert Stoll – Budget & Finance Manager

**Phone:** (503) 988-8445 **Ext.** 88445 **I/O Address** 167/2/210

**Presenter Name(s) & Title(s):** N/A (Consent Agenda)

## General Information

### 1. What action are you requesting from the Board?

Approval of staffing adjustments resulting from the reclassification of two positions. This change will not impact the Health Department's total FTE for FY 2016.

### 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.

Reclassify a 1.00 FTE Dental Equipment Specialist to a 1.00 FTE Project Manager, position 716245, in the Integrated Clinical Services Division of the Health Department. Class Comp approved the reclassification effective 3/11/2015 (reclassification #3145). This position is responsible for representing the interests of the dental division on small to medium size projects such as an entire dental clinic or smaller remodel projects; producing AutoCad design drawings; evaluating all dental clinics and identifying problems or needs and listing the project objectives to provide better solutions; planning project actions; estimating time and budget costs; organizing projects, assigning tasks, and scheduling dates for completion; monitoring budgets; providing status reports to the team; meeting with outside vendors to ensure the correct installation specifications for any dental equipment purchased or moved; performing preventative maintenance or service on dental equipment; monitoring and evaluating maintenance schedules and equipment updates; calibrating new equipment before entry into clinical use; and evaluating, implementing

and monitoring infection control processes and sterile processes.  
This change impacts program offers 40017 – Dental Services

Reclassify a 1.00 FTE Finance Manager to a 1.00 FTE Finance Manager Senior, position 702053, in the Business Services Division of the Health Department. Class Comp approved the reclassification effective 4/9/2015 (reclassification #3182). This position is responsible for directing strategic long-term and short-term activities by determining policy, program priorities, and the utilization of resources; ensuring the budgetary, financial, and business operations align with the mission, vision, values, and strategic plan; recommending process improvements; supervising the budget team and function with shared accountability with the Deputy Director for day-to-day questions and communication; participating in program planning, policy direction, development of work plans, goals, and objectives; representing the department in a variety of internal and external committees and task forces; providing expert consultation to external agencies and committees, senior County staff, and elected officials; and serving as the Deputy Director in his/her absence. This change impacts program offer 40041 – Medical Accounts Receivable

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

This budget modification has no fiscal impact in the current year. Budgeted personnel costs are within the pay scales of the new classifications or other budgeted line items have been adjusted so that the changes are budget neutral.

The reclassification of position 716245 to a Project Manager increased budgeted personnel cost by \$27,588, because the step at which the Project Manager is budgeted is higher than the step at which the Dental Equipment Specialist is budgeted. The increase in cost is offset by a decrease in Medical and Dental Supplies, Premium, Temporary, Non Base Fringe, and Non Base Insurance for no net fiscal impact this fiscal year.

The reclassification of position 702053 to a Finance Manager Senior is budget neutral, because the current budgeted pay for the position falls within the pay-scale of the new classification.

In subsequent fiscal years, the reclassified positions will be subject to approved cost of living adjustments (COLA) and step and merit pay increases in accordance with collective bargaining agreements and county personnel rules. Increased costs will be funded within the department's budget.

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

N/A

### **5. Explain any citizen or other government participation.**

N/A

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## **Budget Modification**

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### **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).**

No change in revenues

### **7. What budgets are increased/decreased?**

The Health Department's budget will have the following changes:

- Permanent personnel budget will increase by \$20,294
- Salary related expense budget will increase by \$5,824
- Insurance benefits budget will increase by \$1,470
- Temporary personnel budget will decrease by \$10,147
- Non Base Fringe budget will decrease by \$2,912
- Non Base Insurance budget will decrease by \$735
- Premium budget will decrease by \$5,518
- Medical & Dental Supplies budget will decrease by \$8,276

These changes will have no financial impact on the budget and do not change the Health Department's total FTE.

**8. What do the changes accomplish?**

Changes of classification for positions 716245, and 702053 better fit the duties of these positions as determined by the Class/Comp Unit of Central Human Resources.

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

- Reclassify a 1.00 FTE Dental Equipment Specialist to a 1.00 FTE Project Manager, position 716245, in the Integrated Clinical Services Division of the Health Department. Class Comp approved #3145.
- Reclassify a 1.00 FTE Finance Manager to a 1.00 FTE Finance Manager Senior, position 702053, in the Business Services Division of the Health Department. Class Comp approved #3182.

**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

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**Required Signature**

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**Elected Official or  
Dept. Director:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Budget Analyst:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Department HR:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Countywide HR:** \_\_\_\_\_

**Date:** \_\_\_\_\_