



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 # DCJ-17-16: Reclasses a 1.00 FTE Finance Specialist 1 to a Finance Specialist 2 in the Director's Office

Requested Meeting Date: _____ **Time Needed:** N/A

Department: 50 - Community Justice **Division:** Director's Office

Contact(s): Joyce Resare, Finance Manager

Phone: 503.988.3961 **Ext.** 83961 **I/O Address** 503 / 250

Presenter Name(s) & Title(s): Consent Calendar

General Information

1. What action are you requesting from the Board?

The Department of Community Justice (DCJ) requests approval of a budget modification to reclassify a 1.00 FTE Finance Specialist 1 (6029), which has been reviewed by the Class/Comp Unit of Central Human Resources.

Reclassification of a 1.00 FTE Finance Specialist 1 (6029) to a Finance Specialist 2 (6030) was approved for recommendation to the Board of County Commissioners by the Class/Comp Unit of Central Human Resources on March 1, 2016, with an effective date of August 24, 2015 (six months retro-active).

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.

The duties and responsibilities of this position within the DCJ Business Services unit have gradually changed over the last six (6) months, and as such the position is requested for reclassification from a Finance Specialist 1 to a Finance Specialist 2. This position is currently acting as the administrator, solely in charge of and responsible for the use and maintenance of the NueMD Software billing system. Responsibilities include billing, monitoring and reconciling of medical claims and billing for other revenue streams; performing a full range of operational functions by creating, posting and reporting financial documents in NueMD and in SAP, reconciling and coordinating the accounts receivable payments; redistributing of payments, refunding

customer payments, and acquiring pre-authorizations for managed care claims. Additionally, this position develops and maintains complex spreadsheets and databases for advanced financial analysis, budgetary and revenue tracking, preparation of and monitoring of year-end accruals, including wraparound payments.

An analysis of the Finance Specialist 1, Finance Specialist 2, and Finance Specialist Senior was performed before making an allocation decision. The duties, responsibilities and qualifications support this position to be allocated to Finance Specialist 2 (6030).

In the FY 2016 Adopted Budget this position is part of program offer 50001-16, DCJ Business Services.

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

For current FY 2016 this reclassification increases DCJ's personnel budget by \$7,272. The increase is offset by decreasing the supplies budget by \$(7,272) in the same program, for a net zero impact.

In subsequent fiscal years, the reclassified position will be subject to approved cost of living adjustments (COLA) and step increases. The current top step of the new classification is 16% higher than the current classification's top step, however it is anticipated that in subsequent fiscal years the financial impact of the new classification will be funded within the department's budget.

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

This classification decision is subject to all applicable requirements stated in MC Personnel Rule 5-50 including the provision that Central HR may re-evaluate the classification decision up to one year from the date of issue to ensure duties and work are being carried out as originally described.

It is the policy of Multnomah County to make all employment decisions without regard to race, religion, color, national origin, sex, age, marital status, disability, political affiliations, sexual orientation, or any other nonmerit factor.

5. Explain any citizen or other government participation.

N/A

Budget Modification

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).

N/A

7. What budgets are increased/decreased?

Service reimbursement from the general fund to the risk management fund is increased by \$388 (insurance benefits).

8. What do the changes accomplish?

Approval of a reclassification decision from the Class/Comp Unit of Central Human Resources.

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

Yes, the current incumbent will be reclassified with this position retro-active to August 24, 2015.

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

Required Signature

Elected Official or Dept. Director:	_____	Date:	_____
Budget Analyst:	_____	Date:	_____
Department HR:	_____	Date:	_____
Countywide HR:	_____	Date:	_____