



# 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 # DCM-11-16: Reclassifying a Human Resources Manager 1 to Assistant County Attorney Senior in DCM HR**

**Requested Meeting Date:** \_\_\_\_\_ **Time Needed:** Consent Agenda

**Department:** 72 - County Management **Division:** Human Resources

**Contact(s):** Christian Elkin

**Phone:** (503) 988-7689 **Ext.** 87689 **I/O Address** \_\_\_\_\_

**Presenter Name(s) & Title(s):** Consent Agenda

### General Information

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

Requesting approval of the reclassification of a Human Resources Manager 1 to Assistant County Attorney Senior, as recommended by HR Class Comp on Request 3218.

#### 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 position will provide legal counsel on a wide range of highly complex and sensitive legal issues regarding Privacy and the Health Insurance Portability and Accountability Act (HIPAA), including evaluating and preparing for civil litigation; researching and providing analysis of legal problems; negotiating, drafting, reviewing, and revising County professional service contracts; assessing legal implications and providing advice to County staff; establishing safeguards for employee and client protected health information; conducting internal performance audits; recommending process improvements and monitoring corrective action plans; overseeing countywide records privacy requirements; developing and implementing standards, policies, and procedures; overseeing HIPAA and Privacy Rule training; leading the Privacy Oversight Committee in addressing compliance issues; and collaborating with the County Security Officer on the County-wide Privacy Assessment.

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

Personnel expenses increases by \$5,852 in FY 2016. This is offset by decreasing materials and supplies. In subsequent years, the reclassified position will be subject to approved cost of living adjustments (COLA) and step or merit increases. The current top step of the new classification is 49% higher than the current classification's top step. 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.**

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).**

Risk Fund revenue increases by \$310 from additional service reimbursement revenue.

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

Risk Fund claims paid expense increases by \$310.

Personnel costs increases by \$5,852, offset by a similar reduction in materials and supplies.

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

Approval of a classification decision from the Human Resources Classification Compensation unit that best reflects the duties of the position.

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

Yes, reclassification of a Human Resources Manager 1 position to Assistant County Attorney Senior.

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