



**Multnomah County
Agenda Placement Request
Budget Modification**
(FY 2018)

Board Clerk Use Only

Meeting Date: _____
Agenda Item #: _____
Est. Start Time: _____
Date Submitted: _____

Agenda Title: BUDGET MODIFICATION # HD-37-18: Authorizing one position reclassification within the Health Department

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

Department: 40 - Health Department **Division:** Mental Health & Addiction Services Division

Contact(s): Angel Landrón-González- Budget & Finance Manager

Phone: (503) 988-7438 **Ext.** 87438 **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 adjustment resulting from the reclassification of one position. This change will not impact the Health Department's total FTE for FY 2018.

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 0.80 FTE Office Assistant 2 to a 0.80 FTE Operations Process Specialist, position 718706, in the Mental Health and Addiction Services Division of the Health Department. Class Comp approved the reclassification effective 10/12/17 (reclassification #4045). The position will be responsible for coordinating the improvement of the fragmented work processes and work organization across the program area; providing a platform for improved communication, collaboration, and organization between Forensic Diversion, Community Court, Mental Health Court, and outside vendors; providing critical analysis of operational processes and information systems; making recommendations to management for the improvement and development of new information systems; creating and maintaining complex databases for grant tracking, mandatory reporting, and data management; adapting, changing, or creating new systems for day-to-day operations, weekly updates, reporting requirements, and/or business need changes; providing staff training and user support on updated or newly created operational processes and information systems; investigating and resolving financial issues with Accounts payable staff; entering,

extracting, and analyzing data from Evolv, Federal Substance Abuse and Mental Health Services Administration (SAMHSA) tracking database, SAMHSA Performance Accountability and Reporting System (SPARS) Program; communicating with outside vendors/partners for the resolution of issues; processing PCARD, vouchers and other payment requests/invoices; researching issues as conveyed by Accounts Payable and work with staff to obtain proper documentation for processing and resolution; entering mileage and other reimbursements into the financial tracking database; and gathering TARS/payroll information from staff and compiling with leave and other requests for management authorization.

This change impacts program offer 40088 – Coordinated Diversion for Persons with Mental Illness.

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 718706 to an Operations Process Specialist increased budgeted personnel cost by \$17,706, because the Operations Process Specialist is a higher paygrade than the Office Assistant 2. The increase in cost is offset by a decrease in Direct Client Assistance, for no net fiscal impact this fiscal year.

In subsequent fiscal years, the reclassified position will be subject to approved cost of living adjustments (COLA), step and merit pay increases in accordance with collective bargaining agreements and county personnel rules. 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

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).

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 \$12,734
- Salary related expense budget will increase by \$4,068
- Insurance benefits budget will increase by \$904
- Direct Client Assistance budget will decrease by \$17,706

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?

Change of classification for position 718706 better fits the duties of this position as determined by the Class/Comp Unit of Central Human Resources.

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

Reclassify a 0.80 FTE Office Assistant 2 to a 0.80 FTE Operations Process Specialist, position 718706, in the Mental Health and Addiction Services Division of the Health Department. Class Comp approved #4045.

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: _____