



Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY

BOARD OF COMMISSIONERS

AGENDA # C-1 DATE 9/29/16

MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 9/29/16

Agenda Item #: C.1

Est. Start Time: 9:30 am

Date Submitted: 9/2/16

Agenda Title: BUDGET MODIFICATION # HD-07-17: Authorizing one position re-classification within the Health Department

Requested Meeting Date: September 29, 2016 **Time Needed:** N/A - Consent

Department: 40 - Health Department **Division:** Integrated Clinic 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 one position. This change will not impact the Health Department's total FTE for FY 2017.

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 Office Assistant 2 to a 1.00 FTE Office Assistant Senior, position 701906, in the Integrated Clinical Services Division of the Health Department. Class Comp approved the reclassification effective 2/23/16 (reclassification #3537). This position is responsible for personnel payroll and timekeeping duties, including using SAP and cross-referencing the master schedule along with emails for sick calls; reviewing time and attendance, correcting payroll errors, and coding hours correctly; transferring time sheets into SAP, and handwriting hours in TARS; ensuring compliance with wage and hour laws, collective bargaining agreements, and County Personnel Rules. This position is also responsible for maintaining the schedule, filling sick calls, and processing vacation requests; reviewing the schedule several times per day to ensure coverage and filling holes according to the process established by the bargaining contract; consulting with managers to get approval for overtime and updating the schedule to reflect the changes.

This change impacts program offer 40051B – Corrections Health MCIJ General Housing Dorms 4-11

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 701906 to an Office Assistant 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

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?

No financial impact on the budget and no change the Health Department's total FTE.

8. What do the changes accomplish?

Changes of classification for position 701906 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 1.00 FTE Office Assistant 2 to a 1.00 FTE Office Assistant Senior, position 701906, in the Integrated Clinical Services Division of the Health Department. Class Comp approved reclassification #3537.

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:** Joanne Fuller /s/

Date: September 2, 2016

Budget Analyst: Jeff Renfro /s/

Date: September 2, 2016

Department HR: Holly Calhoun /s/

Date: September 2, 2016

Countywide HR: Karie Miller /s/

Date: September 2, 2016

Exp/Rev/FTE - Budget Modification

Budget Year: 2017

Budget Modification: Budmod HD-07-17

Expenditures & Revenues

An increase in revenue is shown as a negative value and a decrease as a positive value for consistency with SAP.

Line No.	Program Offer Number	Fund Code	Fund Center	Func. Area	Cost Object	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
1	40051B-17	1000	40-50	0030	405760	60000 - Permanent	2,183,514	2,183,514	0	
2	40051B-17	1000	40-50	0030	405760	60130 - Salary Related Expns	784,281	784,281	0	
3	40051B-17	1000	40-50	0030	405760	60140 - Insurance Benefits	675,517	675,517	0	
1000 Total										0
40-50 Total										0
Program Offer Number 40051B-17 Total										0

Exp/Rev/FTE - Budget Modification

Budget Year: 2017

Budget Modification: Budmod HD-07-17

Annualized Personnel Changes

Change is shown on a full year basis even though this action affects only a part of the fiscal year (FY).

						Annualized				
Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
701906	6001	Office Assistant 2	67558	1000	405760	(1.00)	(41,439)	(15,067)	(18,005)	(74,511)
701906	6002	Office Assistant/Sr	67558	1000	405760	1.00	41,439	15,067	18,005	74,511
Total Annualized Changes:						0.00				

Current Year Personnel Changes

Cost/savings that will take place in this FY; these explain the actual dollar amounts being changed by this BudMod.

						Current Year				
Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
701906	6001	Office Assistant 2	67558	1000	405760	(1.00)	(41,439)	(15,067)	(18,005)	(74,511)
701906	6002	Office Assistant/Sr	67558	1000	405760	1.00	41,439	15,067	18,005	74,511
Total Current FY Changes:						0.00	\$0	\$0	\$0	\$0