



**Multnomah County  
Agenda Placement Request  
Budget Modification**

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS

AGENDA # C-1 DATE 1/26/17  
MARINA BAKER, ASST BOARD CLERK

**Board Clerk Use Only**

Meeting Date: 1/26/17  
Agenda Item #: C.1  
Est. Start Time: 9:30 am  
Date Submitted: 1/18/17

**Agenda Title: BUDGET MODIFICATION # HD-37-17: Authorizing two position reclassifications within the Health Department**

Requested Meeting Date: January 26, 2017 Time Needed: N/A - Consent  
Department: 40 - Health Department Division: Mental Health & Addiction Services, Public Health

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 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 Manager 1 to a 1.00 FTE Manager 2, position 717502, in the Mental Health and Addiction Services Division of the Health Department. Class Comp approved the reclassification effective 6/21/16 (reclassification #3645). This position is responsible for leadership and administrative oversight including managing the day-to-day operations for the assigned programs; providing consultation and supervision to program supervisors; providing clinical consultation and leadership for internal and external partners; representing the county at various local and state level meetings; overseeing compliance with federal, state, county, and Medicaid rules; coordinating and providing all required reports; overseeing and managing contracts, procurement, and grants processes; monitoring contract compliance, contract quality of service, and contract outcomes; providing technical assistance and leading system improvement efforts; presenting information on the programs to leadership, stakeholders, and other groups; participating in the development of the budget; identifying training needs, coordinating collaboration on system improvements, and training to improve services to child and youth.

This change impacts program offers 40082 – School Based Mental Health Services and 40078 – Early Assessment & Support Alliance

Reclassify a 1.00 FTE Research Evaluation Analyst 2 to a 1.00 FTE Research Evaluation Analyst Senior, position 713782, in the Public Health Division of the Health Department. Class Comp approved the reclassification effective 6/23/16 (reclassification #3648). This position is responsible for developing innovative data collection and analysis systems; performing advanced, in-depth qualitative and/or quantitative analysis to formulate and test performance measures; collaborating with colleagues to develop, review, and refine project findings; formulating and applying mathematical/statistical modeling utilizing statistical software to develop and interpret information to assist management with decision-making, policy formulation, and other program functions; leading or collaborating on research/evaluation study planning, the design of study processes and outcome evaluations, and the update and formulation of complex performance measures; recommending data-driven improvements in Public Health services and programs; designing, drafting, and presenting management reports and study findings; reviewing evaluation outcomes, reports, debriefings, workshops, and technical training for what information to share with management and staff in order to increase understanding direct the decision making process; and serving as a consultant with management, team members, contractors, partner organizations, and the public.

This change impacts program offer 40048 – Community Epidemiology

**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 717502 to a Manager 2 decreased budgeted personnel cost by \$2. The decrease in cost is offset by an increase in Premium, and Supplies, for no net fiscal impact this fiscal year.

The reclassification of position 714158 to a Research Evaluation Analyst Senior increased budgeted personnel cost by \$14,111, because the step at which the Research Evaluation Analyst Senior is budgeted is higher than the step at which Research Evaluation Analyst 2 is budgeted. The increase in cost is offset by a decrease in Temporary, Non Base Fringe, and Non Base Insurance, for no net fiscal impact this fiscal year.

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 \$10,228
- Salary related expense budget will increase by \$3,140
- Insurance benefits budget will increase by \$741
- Temporary budget will decrease by \$10,229
- Non Base Fringe budget will decrease by \$3,141
- Non Base Insurance budget will decrease by \$741
- Supplies budget will increase by \$1
- Premium budget will increase by \$1

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 positions 717502, and 714158 better fits 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 Manager 1 to a 1.00 FTE Manager 2, position 717502, in the Mental Health and Addiction Services Division of the Health Department. Class Comp approved #3645.

Reclassify a 1.00 FTE Research Evaluation Analyst 2 to a 1.00 FTE Research Evaluation Analyst Senior, position 713782, in the Public Health Division of the Health Department. Class Comp approved #3648.

**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**

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**Elected Official or  
Dept. Director:** Joanne Fuller /s/

**Date:** January 18, 2017

**Budget Analyst:** Jeff Renfro /s/

**Date:** January 18, 2017

**Department HR:** Holly Calhoun /s/

**Date:** January 18, 2017

**Countywide HR:** Karie Miller /s/

**Date:** January 18, 2017

### Exp/Rev/FTE - Budget Modification

Budget Year: 2017

Budget Modification: HD-37-17

#### 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	40048-17	1000	40-30	0030	403005	60000 - Permanent	300,198	310,427	10,229	
2	40048-17	1000	40-30	0030	403005	60100 - Temporary	16,908	6,679	(10,229)	
3	40048-17	1000	40-30	0030	403005	60130 - Salary Related Expns	93,101	96,242	3,141	
4	40048-17	1000	40-30	0030	403005	60135 - Non Base Fringe	9,252	6,111	(3,141)	
5	40048-17	1000	40-30	0030	403005	60140 - Insurance Benefits	81,768	82,509	741	
6	40048-17	1000	40-30	0030	403005	60145 - Non Base Insurance	1,226	485	(741)	
<b>1000 Total</b>										<b>0</b>
<b>40-30 Total</b>										<b>0</b>
<b>Program Offer Number 40048-17 Total</b>										<b>0</b>
7	40078-17	82037	40-10	0030	4MA37-17-12	60000 - Permanent	629,496	629,496	0	
8	40078-17	82037	40-10	0030	4MA37-17-12	60120 - Premium	3,633	3,634	1	
9	40078-17	82037	40-10	0030	4MA37-17-12	60130 - Salary Related Expns	206,048	206,047	(1)	
10	40078-17	82037	40-10	0030	4MA37-17-12	60140 - Insurance Benefits	183,653	183,653	0	
<b>82037 Total</b>										<b>0</b>
<b>40-10 Total</b>										<b>0</b>
<b>Program Offer Number 40078-17 Total</b>										<b>0</b>
11	40082-17	1000	40-10	0030	41304-GF	60000 - Permanent	576,679	576,678	(1)	
12	40082-17	1000	40-10	0030	41304-GF	60130 - Salary Related Expns	192,817	192,817	0	
13	40082-17	1000	40-10	0030	41304-GF	60140 - Insurance Benefits	165,867	165,867	0	
14	40082-17	1000	40-10	0030	41304-GF	60240 - Supplies	1,000	1,001	1	
<b>1000 Total</b>										<b>0</b>

**Exp/Rev/FTE - Budget Modification**

Budget Year: 2017

Budget Modification: HD-37-17

Line No.	Program Offer Number	Fund Code	Fund Center	Func. Area	Cost Object	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
	40-10 Total									0
				Program Offer Number 40082-17 Total						0

### Exp/Rev/FTE - Budget Modification

Budget Year: 2017

Budget Modification: HD-37-17

#### 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
714158	6086	Research/Evaluation Analyst 2	65325	1000	403005	(1.00)	(60,302)	(18,519)	(19,373)	(98,194)
714158	6087	Research/Evaluation Analyst/Sr	65325	1000	403005	1.00	70,531	21,660	20,114	112,305
717502	9364	Manager 2	67532	1000	41304-GF	0.67	67,215	25,112	14,924	107,251
717502	9364	Manager 2	67532	82037	4MA37-17-12	0.33	33,106	12,368	7,350	52,824
717502	9615	Program Manager 1	67532	1000	41304-GF	(0.67)	(67,216)	(25,112)	(14,924)	(107,252)
717502	9615	Program Manager 1	67532	82037	4MA37-17-12	(0.33)	(33,106)	(12,369)	(7,350)	(52,825)
<b>Total Annualized Changes:</b>						<b>0.00</b>	<b>\$10,228</b>	<b>\$3,140</b>	<b>\$741</b>	<b>\$14,109</b>

#### 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
714158	6086	Research/Evaluation Analyst 2	65325	1000	403005	(1.00)	(60,302)	(18,519)	(19,373)	(98,194)
714158	6087	Research/Evaluation Analyst/Sr	65325	1000	403005	1.00	70,531	21,660	20,114	112,305
717502	9364	Manager 2	67532	1000	41304-GF	0.67	67,215	25,112	14,924	107,251
717502	9364	Manager 2	67532	82037	4MA37-17-12	0.33	33,106	12,368	7,350	52,824
717502	9615	Program Manager 1	67532	1000	41304-GF	(0.67)	(67,216)	(25,112)	(14,924)	(107,252)
717502	9615	Program Manager 1	67532	82037	4MA37-17-12	(0.33)	(33,106)	(12,369)	(7,350)	(52,825)
<b>Total Current FY Changes:</b>						<b>0.00</b>	<b>\$10,228</b>	<b>\$3,140</b>	<b>\$741</b>	<b>\$14,109</b>