



# MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(Revised: 8/18/11)

APPROVED: MULTNOMAH COUNTY

BOARD OF COMMISSIONERS

AGENDA # C-6 DATE 3/14/13

MARINA BAKER, ASST BOARD CLERK

## Board Clerk Use Only

Meeting Date: 3/14/13

Agenda Item #: C.6

Est. Start Time: 9:30 am

Date Submitted: 2/26/13

**Agenda Title:** BUDGET MODIFICATION # HD-13-13 Authorizing Four Position Re-classifications within Various Divisions of the Health Department.

*Note: For all other submissions (i.e. Notices of Intent, Ordinances, Resolutions, Orders or Proclamations) please use the APR short form.*

## Requested

Meeting Date: March 14, 2013

## Time

Needed: N/A - Consent

Department: Health Department

Division:

Integrated Clinical  
Services, Community  
Health Services

Contact(s): Lester A. Walker - Budget & Finance Manager

Phone: (503) 988-3663 Ext. 26457 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 four positions. This change will not impact the Health Department's total FTE for FY2013.

### 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 Program Manager 1 to a 1.00 FTE Manager 2, position 703023, in the Integrated Clinical Services Division of the Health Department. Class Comp approved the reclassification effective 11/01/2012 (reclassification #2039). The Manager 2 is responsible for planning, organizing, directing, administering, and evaluating large complex programs. The responsibilities of the Manager 2 position have been expanded to oversee three programs: the HIV Health Services Center, the Westside Health Center, and Health Care for the Homeless (St. Francis Dining Hall). In addition, this position is responsible for preparing and managing grants and contracts, making recommendations for new

programs, and coordinating with external and internal agencies to ensure compliance with policies, objectives, program priorities, and applicable laws, rules, and regulations. This change impacts program offer 40012 – Services for Persons Living with HIV.

Reclassify a 1.00 FTE Operations Supervisor to a 1.00 FTE Program Supervisor, position 704094, in the Community Health Services Division of the Health Department. Class Comp approved the reclassification effective 05/02/2012 (reclassification #2050). The responsibilities of the Program Supervisor have expanded to include the Disease Intervention Specialist and Partner Services program, Results Services, the STD Clinic, Pivot Community-Based Clinical Services, and the HIV Downtown Test Site. In addition, the position is responsible for interviewing and hiring new staff, establishing and monitoring work performed by technical and clinic support staff, and assisting and advising subordinate staff with complex issues. This change impacts program offer 40011 – STD/HIV/Hep C Community Prevention Program.

Reclassify a 0.80 FTE Nurse Practitioner to a 0.80 FTE Physician, position 712367, in the Integrated Clinical Services Division of the Health Department. Class Comp approved the reclassification effective 10/15/2012 (reclassification #2041). This position is responsible for providing professional, comprehensive primary medical care and treatment services with an emphasis on prevention of disease and promotion of health. The responsibilities of the position have expanded to specialize in the area of Pediatrics in order to meet the higher level of care and consultation. This change impacts program offer 40022 – Mid County Health Clinic.

Reclassify a 1.00 FTE Office Assistant 2 to a 1.00 FTE Officer Assistant Senior, position 714157, in the Community Health Services Division of the Health Department. Class Comp approved the reclassification effective 10/29/2012 (reclassification #2034). The responsibilities of the Office Assistant Senior have expanded to include maintaining detailed records, including verifying the accuracy of information, researching discrepancies, creating and maintaining a quality assurance system to ensure the accuracy of data entry, preparing agendas, minutes, report and statistical charts, and assisting with program duties such as training on systems, procedures, and program operations with clients. This change impacts program offer 40015 – Lead Poisoning Prevention.

### **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 new classifications or other budgeted line items have been adjusted so that the changes are budget neutral.

The reclassification of position 703023 to a Manager 2 increased budgeted personal cost by \$3,293 because the new salary rate is higher than the current salary rate that is budgeted. The increase in cost is offset by a reduction in professional services and supplies for no net fiscal impact this fiscal year.

The reclassification of position 704094 to a Program Supervisor increased budgeted personal cost by \$11,137 because the new salary rate is higher than the current salary rate that is budgeted. The increase in cost is offset by reductions in printing, temporary, fringe, and insurance for no net fiscal impact this fiscal year.

The reclassification of position 712367 to a Physician increased budgeted personal cost by \$18,205 because the new salary rate is higher than the current salary rate that is budgeted. The increase in cost is offset by a reduction in medical supplies for no net fiscal impact this fiscal year.

The reclassification of position 714157 to an Office Assistant Senior increased budgeted personal cost by \$2,534 because the beginning step for an Office Assistant Senior is higher than the current step at which the Office Assistant 2 is budgeted. The increase in cost is offset by reductions in professional services, printing, supplies, local travel/mileage, temporary, fringe, insurance, and professional services for no net fiscal impact this fiscal year.

In subsequent fiscal years, all the reclassified positions will be subject to approved cost of living adjustments (COLA) and step increases in accordance with the collective bargaining agreement with Local 88 and will be funded within the department's budget.

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

N/A

**5. Explain any citizen and/or other government participation that has or will take place.**

N/A

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**Budget Modification**

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**If the request is a Budget Modification, please answer all of the following in detail:**

- **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.

- **What budgets are increased/decreased?**

The Health Department's budget will have the following changes:

- Permanent personnel budget will increase by \$25,532
- Temporary will decrease by \$2,216
- Salary related expense budget will increase by \$7,467
- Non Base Fringe will decrease by \$644
- Insurance benefits budget will increase by \$2,170
- Non Base Insurance will decrease by \$188
- Professional Services will decrease by \$2,743
- Printing will decrease by \$8,404
- Supplies will decrease by \$2,754
- Medical supplies will decrease by \$18,205
- Local Travel/Mileage will decrease by \$15

These changes will have no financial impact on the budget and do not change the Health Department's total FTE.

- **What do the changes accomplish?**

Change of classification for positions 703023, 704094, 712367, and 714157 better fit the duties of these positions as determined by the Class/Comp Unit of the Central Human Resources.

- **Do any personnel actions result from this budget modification? Explain.**
  - Reclassify a 1.00 FTE Program Manager 1 to a 1.00 FTE Manager 2, position 703023, in the Integrated Clinical Services Division of the Health Department. Class Comp request #2039.
  - Reclassify a 1.00 FTE Operations Supervisor to a 1.00 FTE Program Supervisor, position 704094, in the Community Health Services Division of the Health Department. Class Comp request #2050.
  - Reclassify a 0.80 FTE Nurse Practitioner to a 0.80 FTE Physician, position 712367, in the Integrated Clinical Services Division of the Health Department. Class Comp request #2041.
  - Reclassify a 1.00 FTE Office Assistant 2 to a 1.00 FTE Office Assistant Senior, position 714157, in the Community Health Services Division of the Health Department. Class Comp request #2034.
- **If a grant, is 100% of the central and department indirect recovered? If not, please explain why.**  
N/A
- **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
- **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 (i.e. cash match, in kind match, reporting requirements etc)?**  
N/A

*NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.*

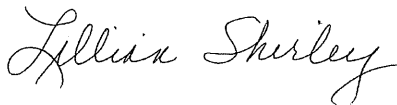
**Required Signature**

**Elected Official  
or Dept Director:**

KaRin Johnson for

2/26/2013

**Date:**

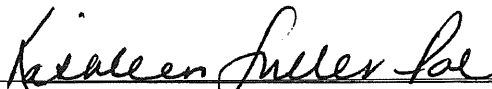


**Budget Analyst:**

Althea Gregory /s/

**Date:** 2/26/2013

**Department HR:**



**Date:** 2/22/2013

**Countywide HR:**



**Date:** 2/26/2013

## EXPENDITURES & REVENUES

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with SAP.

**Budget/Fiscal Year: 2013**

[illegible]

Budget Modification ID: HD-13-13

**EXPENDITURES & REVENUES**

Budget/Fiscal Year: 2013

Please show an increase in revenue as a positive value and a decrease as a negative value for consistency with SAP.

Line No.	Fund Center	Fund Code	Program #	Func. Area	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
					Internal Order	Cost Center	WBS Element						
30	40-30	1000	40037	0030			43370-GF2	60000	32,050	32,243	193		Increase Permanent
31	40-30	1000	40037	0030			43370-GF2	60130	9,723	9,779	56		Increase Salary Related Exps
32	40-30	1000	40037	0030			43370-GF2	60140	12,739	12,755	16		Increase Insurance Benefits
33	40-30	1000	40037	0030			43370-GF2	60170	100	0	(100)		Decrease Professional Services
34	40-30	1000	40037	0030			43370-GF2	60180	50	0	(50)		Decrease Printing
35	40-30	1000	40037	0030			43370-GF2	60240	100	0	(100)		Decrease Supplies
36	40-30	1000	40037	0030			43370-GF2	60270	50	35	(15)		Decrease Local Travel/Mileage
37										0			
38	40-30	21660	40015	0030			4CA32-1	60000	43,079	43,272	193		Increase Permanent
39	40-30	21660	40015	0030			4CA32-1	60130	13,067	13,123	56		Increase Salary Related Exps
40	40-30	21660	40015	0030			4CA32-1	60140	16,545	16,561	16		Increase Insurance Benefits
41	40-30	21660	40015	0030			4CA32-1	60100	29,402	29,209	(193)		Decrease Temporary
42	40-30	21660	40015	0030			4CA32-1	60135	7,439	7,383	(56)		Decrease Non Base Fringe
43	40-30	21660	40015	0030			4CA32-1	60145	1,426	1,410	(16)		Decrease Non Base Insurance
44										0			
45	40-30	32190	40037	0030			4FA63-01-1	60000	61,260	61,810	550		Increase Permanent
46	40-30	32190	40037	0030			4FA63-01-1	60130	20,216	20,376	160		Increase Salary Related Exps
47	40-30	32190	40037	0030			4FA63-01-1	60140	21,281	21,327	46		Increase Insurance Benefits
48	40-30	1000	40015	0030			43070-GF	60170	2,370	1,614	(756)		Decrease Professional Services
49										0			
50	40-30	32446	40037	0030			43370-00-32446	60000	91,578	92,485	907		Increase Permanent
51	40-30	32446	40037	0030			43370-00-32446	60130	28,821	29,085	264		Increase Salary Related Exps
52	40-30	32446	40037	0030			43370-00-32446	60140	35,486	35,563	77		Increase Insurance Benefits
53	40-30	1000	40015	0030			43070-GF	60170	1,614	366	(1,248)		Decrease Professional Services
54													
55	72-80	3500		0020		705210		50316	(63,440,980)	(63,442,962)	(1,982)		Insurance Revenue
56	72-80	3500		0020		705210		60330	2,007,727	2,009,709	1,982		Offsetting Expenditure
57										0			
58										0			
											0	0	Total - Page 2
											0	0	GRAND TOTAL

**ANNUALIZED PERSONNEL CHANGE**Change on a full year basis even though this action affects only a part of the fiscal year (FY).

							ANNUALIZED			
Fund	Job #	HR Org	CC/WBS/IO	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
10010	9615	64810	47750-00-10010	Program Manager 1	703023	(0.20)	(18,887)	(5,798)	(4,435)	(29,120)
40140	9615	64810	43800-00-40140	Program Manager 1	703023	(0.80)	(75,546)	(23,193)	(17,743)	(116,482)
10010	9364	64810	47750-00-10010	Manager 2	703023	0.20	19,593	6,015	4,495	30,103
40140	9364	64810	43800-00-40140	Manager 2	703023	0.80	78,370	24,060	17,983	120,413
1000	9025	64795	43100-GF	Operations Supervisor	704094	(0.75)	(40,469)	(11,776)	(14,054)	(66,299)
1000	9025	64795	43500-GF	Operations Supervisor	704094	(0.25)	(13,490)	(3,926)	(4,685)	(22,101)
1000	9361	64795	43100-GF	Program Supervisor	704094	0.75	46,540	13,543	14,570	74,653
1000	9361	64795	43500-GF	Program Supervisor	704094	0.25	15,513	4,514	4,857	24,884
10010	6314	61528	47550-00-10010	Nurse Practitioner	712367	(0.80)	(85,480)	(24,875)	(21,418)	(131,773)
10010	9490	61528	47550-00-10010	Physician	712367	0.70	85,480	24,875	21,418	131,773
40160	9490	61528	47550-00-40160	Physician	712367	0.10	22,520	6,553	1,914	30,987
1000	6001	66502	43370-GF2	Office Assistant 2	714157	(0.10)	(3,309)	(963)	(1,696)	(5,968)
21660	6001	66502	4CA32-1	Office Assistant 2	714157	(0.10)	(3,309)	(963)	(1,696)	(5,968)
32190	6001	66502	4FA63-01-1	Office Assistant 2	714157	(0.30)	(9,928)	(2,889)	(5,090)	(17,907)
32446	6001	66502	43370-00-32446	Office Assistant 2	714157	(0.50)	(16,546)	(4,815)	(8,482)	(29,843)
1000	6002	66502	43370-GF2	Office Assistant, Senior	714157	0.10	3,584	1,043	1,720	6,347
21660	6002	66502	4CA32-1	Office Assistant, Senior	714157	0.10	3,584	1,043	1,720	6,347
32190	6002	66502	4FA63-01-1	Office Assistant, Senior	714157	0.30	10,751	3,129	5,160	19,040
32446	6002	66502	43370-00-32446	Office Assistant, Senior	714157	0.50	17,919	5,214	8,599	31,732
TOTAL ANNUALIZED CHANGES						0.00	36,890	10,791	3,137	50,818

**CURRENT YEAR PERSONNEL DOLLAR CHANGE**Calculate costs/savings that will take place in this FY; these should explain the actual dollar amounts being changed by this Bud Mod.

							CURRENT YEAR			
Fund	Job #	HR Org	CC/WBS/IO	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
10010	9615	64810	47750-00-10010	Program Manager 1	703023	(0.13)	(12,276)	(3,769)	(2,883)	(18,928)
40140	9615	64810	43800-00-40140	Program Manager 1	703023	(0.54)	(50,994)	(15,655)	(11,976)	(78,625)
10010	9364	64810	47750-00-10010	Manager 2	703023	0.13	12,735	3,910	2,922	19,567
40140	9364	64810	43800-00-40140	Manager 2	703023	0.54	52,900	16,240	12,139	81,279
1000	9025	64795	43100-GF	Operations Supervisor	704094	(0.75)	(40,469)	(11,776)	(14,054)	(66,299)
1000	9025	64795	43500-GF	Operations Supervisor	704094	(0.25)	(13,490)	(3,926)	(4,685)	(22,101)
1000	9361	64795	43100-GF	Program Supervisor	704094	0.75	46,540	13,543	14,570	74,653
1000	9361	64795	43500-GF	Program Supervisor	704094	0.25	15,513	4,514	4,857	24,884
10010	6314	61528	47550-00-10010	Nurse Practitioner	712367	(0.47)	(50,220)	(14,614)	(12,583)	(77,417)
10010	9490	61528	47550-00-10010	Physician	712367	0.41	50,220	14,614	12,583	77,417
40160	9490	61528	47550-00-40160	Physician	712367	0.06	13,230	3,850	1,125	18,205
1000	6001	66502	43370-GF2	Office Assistant 2	714157	(0.07)	(2,316)	(674)	(1,188)	(4,178)
21660	6001	66502	4CA32-1	Office Assistant 2	714157	(0.07)	(2,316)	(674)	(1,188)	(4,178)
32190	6001	66502	4FA63-01-1	Office Assistant 2	714157	(0.20)	(6,618)	(1,926)	(3,393)	(11,937)
32446	6001	66502	43370-00-32446	Office Assistant 2	714157	(0.33)	(10,920)	(3,178)	(5,598)	(19,696)
1000	6002	66502	43370-GF2	Office Assistant, Senior	714157	0.07	2,509	730	1,204	4,443
21660	6002	66502	4CA32-1	Office Assistant, Senior	714157	0.07	2,509	730	1,204	4,443
32190	6002	66502	4FA63-01-1	Office Assistant, Senior	714157	0.20	7,168	2,086	3,439	12,693
32446	6002	66502	43370-00-32446	Office Assistant, Senior	714157	0.33	11,827	3,442	5,675	20,944
TOTAL CURRENT FY CHANGES						0.00	25,532	7,467	2,170	35,169

FM Side			PS/CO Side			Cost Element/Commitment	
FM Fund Center	FM Fund Code	Functional Area	Internal Order	Cost Center	WBS Element	Item	Notes
<b>General Fund Contingency</b>							
19	1000	0020		9500001000		60470	Reduce available General Fund Contingency
xx-xx	xxxxx	0020		xxx	xxx	xxxxx	Increase Expenditure
<b>Indirect Central</b>							
xx-xx	xxxxx				xxx	60350	Indirect Expenditure
19	1000	0020		9500001000		50310	Indirect reimbursement revenue in General Fund
19	1000	0020		9500001000		60470	CGF Contingency expenditure
<b>Departmental</b>							
xxx	xxxxx			xxx	xxx	60355	Indirect Department Expenditure
xx-xx	1000			xxx	xxx	50370	Indirect Dept reimbursement revenue in General Fund
xx-xx	1000			xxx	xxx	xxx	Off setting Dept expenditure in General Fund
<b>Telecommunications</b>							
xx-xx	xxxxx				xxx	60370	Departmental telecommunication expenditure
78-70	3503	0020		709525		50310	Budgets receipt of reimbursement
78-70	3503	0020		709525		60200	Budgets offsetting expenditure in telecommunications fund
<b>Data Processing</b>							
xx-xx	xxxxx				xxx	60380	Departmental data processing expenditures
78-70	3503	0020		709000		50310	Budgets receipt of Data Processing reimbursement
78-70	3503	0020		709000		60240	Budgets offsetting expenditures
<b>Electronic Service Reimbursement</b>							
xx-xx	xxxxx					60420	Departmental Electronics expenditure
78-60	3501	0020		904200		50310	Receipt of Electronics service reimbursement
78-60	3501	0020		904200		60240	Budgets offsetting expenditure
<b>Motor Pool: Use this cost center if you are adding funds for motor pool use.</b>							
xx-xx	xxxxx				xxx	60410	Departmental Motor Pool expenditure
78-30	3501	0020		904150		50310	Budgets receipt of Motor Pool service reimbursement
78-30	3501	0020		904150		60240	Budgets offsetting expenditure
<b>Fleet: Use this cost center if you are adding funds for dedicated program cars.</b>							
xx-xx	xxxxx				xxx	60410	Departmental Fleet expenditure
78-60	3501	0020		904100		50310	Budgets receipt of Fleet service reimbursement
78-60	3501	0020		904100		60240	Budgets offsetting expenditure
<b>Building Management</b>							
xx-xx	xxxxx				xxx	60430	Departmental Building Management expenditure
78-50	3505	0020		902575		50310	Budgets receipt of Building Management service reimbursement
78-50	3505	0020		902575		60170	Budgets offsetting expenditure
<b>Insurance Service Reimbursement</b>							
xx-xx	xxxxx					60140 or 60145	Departmental Insurance expenditure
72-80	3500	0020		705210		50316	Insurance Revenue
72-80	3500	0020		705210		60330	Offsetting expenditure
<b>Lease Payments to Capital Lease Retirement Fund</b>							
xx-xx	xxxxx					60450	Departmental Capital Lease Retirement expenditure
							Contact your Budget Analyst to complete this.
<b>Mail &amp; Distribution</b>							
xx-xx	xxxxx				xxx	60460	Mail & Distribution expenditure
78-20	3504	0020		904400		50310	Budgets receipt of service reimbursement
78-20	3504	0020		904400		60230	Budgets offsetting expenditure
<b>Records</b>							
xx-xx	xxxxx				xxx	60460	Records expenditure
78-20	3504	0020		904500		50310	Budgets receipt of service reimbursement
78-20	3504	0020		904500		60240	Budgets offsetting expenditure



### ***How are functional areas assigned to cost objects?***

For the most part, functional area is related to what department has recorded the revenue or expenditure (i.e. the District Attorney is reported in Public Safety and Justice). There are some exceptions to this rule that require certain funds to be assigned to a particular functional area, regardless of what department the revenues or expenditures are recorded in.

<b>Functional Area Assignments ~ Based on Fund</b>		
<b><u>Special Revenue Funds</u></b>		
1501 - Road Fund	Road & Bridges	0080
1502 - Emergency Communications Fund	Community Services	0060
1503 - Bike Path Fund	Community Services	0060
1504 - Recreation Fund	Community Services	0060
1506 - County School Fund	Community Services	0060
1508 - Animal Control Fund	Community Services	0060
1509 - Willamette River Bridges Fund	Roads & Bridges	0080
1510 - Library Fund	Library	0070
1512 - Land Corner Preservation Fund	Roads & Bridges	0080
1518 - Oregon Historical Society Special Levy	Community Services	0060
1519 - Video Lottery	Community Services	0060
<b><u>Capital Project Funds</u></b>		
2504 - Building Project Fund	Community Services	0060
2507 - Capital Improvement Fund	Community Services	0060
2508 - Asset Acquisition Fund	Community Services	0060
2509 - Asset Preservation Fund	Community Services	0060
2511 - Sellwood Bridge Replacement	Roads & Bridges	0080
<b><u>Enterprise Funds</u></b>		
3000 - Dunthorpe-Riverdale Svc Dist #14 Fund	Dunthorpe-Riverdale Svc Dist #14	0500
3001 - Mid County Svc Dist #1 Fund	Mid County Svc Dist #1	0510
3002 - Behavioral Health Managed Care Fund	Behavioral Health Managed Care	0520

If a cost object is not in one of the funds listed above, then the functional area should be assigned based on the department that the cost object is in.

<b>Functional Area Assignments ~ Based on Department (Fund Center)</b>		
Non-Dept (10, except 10-50)	General Government	0020
Non-Dept CCFC (10-50)	Social Services	0040
District Attorney (15)	Public Safety & Justice	0050
Countywide (18 & 19)	General Government	0020
Human Services (20, 21, 25, 26, 30 & 31)	Social Services	0040
Health (40)	Health Services	0030
Community Justice (50)	Public Safety & Justice	0050
Sheriff's Office (60)	Public Safety & Justice	0050
County Management (72)	General Government	0020
County Assets (78)	General Government	0020
Library (80)	Library	0070
Community Services (91)	General Government	0020

*If you have any questions or comments, please contact Susan Luce in General Ledger at ext. 22138.*