



# Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS

AGENDA # C-1 DATE 6/23/16  
MARINA BAKER, ASST BOARD CLERK

### Board Clerk Use Only

Meeting Date: 06/23/16  
Agenda Item #: C.1  
Est. Start Time: 9:30 a.m.  
Date Submitted: 06/08/16

**Agenda Title: BUDGET MODIFICATION # HD-35-16: Authorizing three position reclassifications within the Health Department**

Requested Meeting Date: June 23, 2016 Time Needed: N/A - Consent  
Department: 40 - Health Department Division: Integrated Clinical 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 three positions. This change will not impact the Health Department's total FTE for FY 2016.

#### 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 Specialist Senior to a 1.00 FTE Health Policy Analyst Senior, position 716646, in the Public Health Division of the Health Department. Class Comp approved the reclassification effective 11/19/15 (reclassification #3398). This position is responsible for building organizational capacity to coordinate the work of the Public Health Division with the work of the Refugee and Immigrant Community to address policy, systems, and environmental changes that will address inequities; leading program development and quality improvement for Refugee Health Services, Assessment and Translational Research, Coordinated Care Organizations State Refugee Coordinators, public health departments, voluntary refugee resettlement agencies, Non-Governmental organizations, Mutual Assistance Agencies or ethnic community-based organizations, local health care providers, and others; reviewing, analyzing, and interpreting refugee and immigrant health status data; conducting inventory of policy and program recommendations; conducting internal assessments and inventory of existing culturally specific

services, programs, policies, and laws; coordinating with internal policy teams and community partners to help inform department legislative agenda; and identifying strategic short-term and long-term priorities.

This change impacts program offers 40010 – Communicable Disease Prevention and Control

Reclassify a 1.00 FTE Data Analyst to a 1.00 FTE Research Evaluation Analyst Senior, position 705581 in the Public Health Division of the Health Department. Class Comp approved the reclassification effective 5/23/16 (reclassification #3409). This position is responsible for performing standard and in-depth complex technical qualitative and quantitative analytical tasks to collect and analyze health-related surveillance, compliance, and research data; evaluating and disseminating relevant findings for public health practice and disease prevention; formulating and applying mathematical/statistical modeling, as well as applying advanced data management, coding, informatics, and analysis using a variety of software; formulating and testing performance measures that impact management decisions; recommending data-driven improvements in services and programs; designing, drafting, and presenting study findings, evaluation outcomes, reports, debriefings, workshops, and technical trainings; and disseminating final data-related products via presentations, reports, newsletter, and journal articles.

This change impacts program offers 40035 – Health Assessment, Planning and Evaluation.

Reclassify a 1.00 FTE Nurse Practitioner to a 1.00 FTE Physician, position 715764 in the Integrated Clinical Services Division of the Health Department. Class Comp approved the reclassification effective 6/1/16 (reclassification #3412). This position is responsible for diagnosing and treating acute and chronic medical conditions, including conducting a medical history and physical exam, ordering and interpreting diagnostic tests, devising a course of treatment, discussing alternative treatments/risks/benefits, prescribing and monitoring medications, and counseling of patients; responding to jail emergency situations in the clinic or housing; utilizing panel based information technology tools to prioritize and direct proactive care for patients; establishing need for specialty and rehabilitative services and making appropriate referrals; providing clinical consultation to nurse practitioners, nurses, and support staff; prioritizing and directing activities of care team; and coordinating with Behavioral Health providers to effectively integrate care.

This change impacts program offers 40050A – Corrections Health Multnomah County Detention Center

### **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 716646 to a Health Policy Analyst Senior increased budgeted personnel cost by \$3,091, because the step at which the Health Policy Analyst Senior is budgeted is higher than the step at which the Program Specialist Senior is budgeted. The increase in cost is offset by a decrease in Professional Services, for no net fiscal impact this fiscal year.

The reclassification of position 705581 to a Research Evaluation Analyst Senior decreased budgeted personnel cost by \$90, because the step at which the Research Evaluation Analyst Senior is budgeted is lower than the step at which the Data Analyst is budgeted. The decrease in cost is offset by an increase in Supplies, for no net fiscal impact this fiscal year.

The reclassification of position 715764 to a Physician increased budgeted personnel cost by \$4,903, because the step at which the Physician is budgeted is higher than the step at which the Nurse Practitioner 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 \$6,048
- Salary related expense budget will increase by \$1,417
- Insurance benefits budget will increase by \$439
- Supplies budget will increase by \$90
- Temporary budget will decrease by \$3,607
- Non-Base Fringe will decrease by \$1,034
- Non-Base Insurance will decrease by \$262
- Professional Services budget will decrease by \$3,091

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

Change of classification for positions 716646, 705581, and 715764 better fits the duties of the 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 Program Specialist Senior to a 1.00 FTE Health Policy Analyst Senior, position 716646, in the Public Health Division of the Health Department. Class Comp approved #3398.

Reclassify a 1.00 FTE Data Analyst to a 1.00 FTE Research Evaluation Analyst Senior, position 705581, in the Public Health Division of the Health Department. Class Comp approved #3409.

Reclassify a 1.00 FTE Nurse Practitioner to a 1.00 FTE Physician, position 715764, in the Internal Services Division of the Health Department. Class Comp approved #3412.

**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:** Joanne Fuller /s/

**Date:** June 8, 2016

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

**Date:** June 8, 2016

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

**Date:** June 8, 2016

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

**Date:** June 8, 2016

### Exp/Rev/FTE - Budget Modification

Budget Year: 2016

Budget Modification: HD-35-16

#### 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	40010-16	1000	40-30	0030	43600-GF	60000 - Permanent	1,701,824	1,704,097	2,273	
2	40010-16	1000	40-30	0030	43600-GF	60130 - Salary Related Expns	522,921	523,574	653	
3	40010-16	1000	40-30	0030	43600-GF	60140 - Insurance Benefits	467,663	467,828	165	
4	40010-16	1000	40-30	0030	43600-GF	60170 - Professional Svcs	22,935	19,844	(3,091)	
<b>1000 Total</b>										<b>0</b>
<b>40-30 Total</b>										<b>0</b>
<b>Program Offer Number 40010-16 Total</b>										<b>0</b>
5	40035-16	1000	40-16	0030	401601	60000 - Permanent	67,736	67,904	168	
6	40035-16	1000	40-16	0030	401601	60130 - Salary Related Expns	23,603	23,333	(270)	
7	40035-16	1000	40-16	0030	401601	60140 - Insurance Benefits	19,135	19,147	12	
8	40035-16	1000	40-16	0030	401601	60240 - Supplies	43,000	43,090	90	
<b>1000 Total</b>										<b>0</b>
<b>40-16 Total</b>										<b>0</b>
<b>Program Offer Number 40035-16 Total</b>										<b>0</b>
9	40050A-16	1000	40-50	0030	405500	60000 - Permanent	2,643,800	2,647,407	3,607	
10	40050A-16	1000	40-50	0030	405500	60100 - Temporary	114,180	110,573	(3,607)	
11	40050A-16	1000	40-50	0030	405500	60130 - Salary Related Expns	880,138	881,172	1,034	
12	40050A-16	1000	40-50	0030	405500	60135 - Non Base Fringe	17,049	16,015	(1,034)	
13	40050A-16	1000	40-50	0030	405500	60140 - Insurance Benefits	837,375	837,637	262	
14	40050A-16	1000	40-50	0030	405500	60145 - Non Base Insurance	3,880	3,618	(262)	
<b>1000 Total</b>										<b>0</b>

Exp/Rev/FTE - Budget Modification

Budget Year: 2016

Budget Modification: HD-35-16

Line No.	Program Offer Number	Fund Code	Fund Center	Func. Area	Cost Object	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
	<b>40-50 Total</b>									<b>0</b>
	<b>Program Offer Number 40050A-16 Total</b>									<b>0</b>
15	72020-16	3500	72-80	0020	705210	50316 - Svc Rmb Med/Dental	(71,434,448)	(71,434,625)	(177)	
16	72020-16	3500	72-80	0020	705210	60330 - Claims Paid	7,928,953	7,929,130	177	
	<b>3500 Total</b>									<b>0</b>
	<b>72-80 Total</b>									<b>0</b>
	<b>Program Offer Number 72020-16 Total</b>									<b>0</b>

### Exp/Rev/FTE - Budget Modification

Budget Year: 2016

Budget Modification: HD-35-16

#### 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
705581	6073	Data Analyst	65325	1000	401601	(1.00)	(67,736)	(23,260)	(19,063)	(110,059)
705581	6087	Research/Evaluation Analyst/Sr	65325	1000	401601	1.00	69,756	20,016	19,200	108,972
715764	6314	Nurse Practitioner	64834	1000	405500	(1.00)	(115,091)	(33,020)	(22,496)	(170,607)
715764	6317	Physician	64834	1000	405500	1.00	158,377	45,432	25,632	229,441
716646	6088	Program Specialist/Sr	64781	1000	43600-GF	(1.00)	(63,849)	(18,318)	(18,781)	(100,948)
716646	6510	Health Policy Analyst, Sr	64781	1000	43600-GF	1.00	67,745	19,437	19,063	106,245
<b>Total Annualized Changes:</b>						<b>0.00</b>	<b>\$49,202</b>	<b>\$10,287</b>	<b>\$3,555</b>	<b>\$63,044</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
705581	6073	Data Analyst	65325	1000	401601	(0.08)	(5,645)	(1,938)	(1,588)	(9,171)
705581	6087	Research/Evaluation Analyst/Sr	65325	1000	401601	0.08	5,813	1,668	1,600	9,081
715764	6314	Nurse Practitioner	64834	1000	405500	(0.08)	(9,591)	(2,752)	(1,874)	(14,217)
715764	6317	Physician	64834	1000	405500	0.08	13,198	3,786	2,136	19,120
716646	6088	Program Specialist/Sr	64781	1000	43600-GF	(0.58)	(37,245)	(10,685)	(10,955)	(58,885)
716646	6510	Health Policy Analyst, Sr	64781	1000	43600-GF	0.58	39,518	11,338	11,120	61,976

### Exp/Rev/FTE - Budget Modification

Budget Year: 2016

Budget Modification: HD-35-16

	Total Current FY Changes:	0.00	\$6,048	\$1,417	\$439	\$7,904
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