



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

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # C.4 DATE 10/4/18  
MARINA BAKER, BOARD CLERK

**Board Clerk Use Only**

Meeting Date: 10/4/18  
Agenda Item #: C.4  
Est. Start Time: 9:30 a.m.  
Date Submitted: 9/17/18

**Agenda Title: BUDGET MODIFICATION # HD-04-19: Authorizing one position reclassification within the Health Department**

Requested Meeting Date: 10/4/18 Time Needed: N/A Consent  
Department: 40 - Health Department Division: Public Health  
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 2019.

**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 Health Policy Analyst Sr to a 1.00 FTE Program Specialist Sr, position 717641, in the Public Health Division of the Health Department. Class Comp approved the reclassification effective 8/16/18 (reclassification #4134). This position will be responsible for developing, implementing, and managing community informed data and research projects with the Pacific Islander community; supporting development of survey instruments and coordinating translation into necessary languages; leading the design, development, and implementation of qualitative data collection strategies, to include interviews, focus groups, storytelling, and photovoice; leading project teams as needed; communicating project status updates and research findings to stakeholders; organizing and facilitating payment of subcontractors; developing and advancing the division's community partnerships and policies; providing direction and program development advocacy at team meetings and advising on policy development, decisions, and strategies; developing and implementing strategies and methods for engaging and sustaining partnerships with community members, elders, and agencies; engaging and building partnerships with community groups and community partners; recruiting members for the Pacific Islander

Coalition, co-facilitating meetings, and coordinating meeting logistics; developing mechanisms to receive and incorporate feedback on community priorities and recommendations; interfacing with healthcare leaders and policy makers; drafting, planning, and gaining approval for program policies, processes, and strategic outcomes; and tracking and reporting out on community participation, recruitment successes and challenges, and recommendations for new or improved services.

This change impacts program offer 40053 – Racial and Ethnic Approaches to Community Health.

**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 717641 to a Program Specialist Sr decreased budgeted personnel cost by \$13,065, because the Program Specialist Sr is a lower paygrade than the Health Policy Analyst Sr. The decrease in cost is offset by an increase in Temporary, Non Base Fringe, and Non Base Insurance, 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

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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 decrease by \$9,355
- Salary related expense budget will decrease by \$3,069
- Insurance benefits budget will decrease by \$641
- Temporary budget will increase by \$9,355
- Non Base Fringe budget will increase by \$3,069
- Non Base Insurance budget will increase by \$641

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 717641 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 Health Policy Analyst Sr to a 1.00 FTE Program Specialist Sr, position 717641, in the Public Health Division of the Health Department. Class Comp approved #4134.

**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:** Wendy Lear/s/

**Date:** 9/6/18

**Budget Analyst:** Trista Zugel-Bensel/s/

**Date:** 9/17/2018

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

**Date:** 8/20/2018

**Countywide HR:** Travis Graves/s/

**Date:** 9/10/2018

## Exp/Rev/FTE - Budget Modification

Budget Year: 2019

Budget Modification: HD-04-19

### 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	40053-19	1000	40-00	0030	43560-GF	60000 - Permanent	161,796	152,441	(9,355)	
2	40053-19	1000	40-00	0030	43560-GF	60100 - Temporary	0	9,355	9,355	
3	40053-19	1000	40-00	0030	43560-GF	60130 - Salary Related Expns	58,746	55,677	(3,069)	
4	40053-19	1000	40-00	0030	43560-GF	60135 - Non Base Fringe	0	3,069	3,069	
5	40053-19	1000	40-00	0030	43560-GF	60140 - Insurance Benefits	44,311	43,670	(641)	
6	40053-19	1000	40-00	0030	43560-GF	60145 - Non Base Insurance	0	641	641	
1000 Total										0
	40-00 Total									0
					Program Offer Number 40053-19 Total					0

## Exp/Rev/FTE - Budget Modification

Budget Year: 2019

Budget Modification: HD-04-19

### 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
717641	6088	Program Specialist/Sr	68481	1000	43560-GF	1.00	67,611	22,176	21,245	111,033
717641	6510	Health Policy Analyst, Sr	68481	1000	43560-GF	(1.00)	(77,309)	(25,357)	(21,910)	(124,576)
Total Annualized Changes:						0.00	(\$9,698)	(\$3,181)	(\$665)	(\$13,543)

### 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
717641	6088	Program Specialist/Sr	68481	1000	43560-GF	0.92	61,977	20,328	19,475	101,780
717641	6510	Health Policy Analyst, Sr	68481	1000	43560-GF	(0.92)	(71,332)	(23,397)	(20,116)	(114,845)
Total Current FY Changes:						0.00	(\$9,355)	(\$3,069)	(\$641)	(\$13,065)