



# Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS

AGENDA # C-5 DATE 12/22/16  
MARINA BAKER, ASST BOARD CLERK

## Board Clerk Use Only

Meeting Date: 12/22/16  
Agenda Item #: C.5  
Est. Start Time: 9:30 am  
Date Submitted: 11/30/16

Agenda Title: **BUDGET MODIFICATION # HD-32-17: Authorizing one position reclassification within the Health Department**

Requested Meeting Date: December 15, 2016

Time Needed: N/A - Consent

Department: 40 - Health Department

Division: Mental Health & Addiction 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 Data Analyst to a 1.00 FTE Data Analyst Senior, position 708164, in the Mental Health and Addiction Services Division of the Health Department. Class Comp approved the reclassification effective 4/10/16 (reclassification #3589). This position is responsible for using senior level coding skills, relational database table design, and back-end database knowledge to design and develop complex data system forms and reports; developing, reviewing, and updating analysis of clinical work flow and redesigning processes for the electronic record system; developing processes and workflows for Evolv and Reporting that integrate data from the new electronic health record system and legacy data; designing, developing, testing, and implementing data processes and forms/reports utilizing EvolvCS reporting tools, SQL queries, and SQL server reporting services; working as a liaison between customers and the IT department in the development, implementation, and maintenance of complex data systems, data extracts, and reports; providing senior-level analysis back-end form coding to resolve complex issues related to high level Evolv problems; researching and evaluating possible causes of issues, setting up data

scenarios in test database environments, and processing events to simulate/mimic live production environment issues; developing databases and overseeing Data Analysts doing database development; and providing oversight to track and manage all customer service incoming helpdesk functions for Evolv support.

This change impacts program offer 40068 – Human Mental Health Quality Management & Protective Services

### **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 708164 to a Data Analyst Senior increased budgeted personnel cost by \$8,048, because the step at which the Data Analyst Senior is budgeted is higher than the step at which the Data Analyst is budgeted. The increase in cost is offset by a decrease in Travel & Training, 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 \$5,833
- Salary related expense budget will increase by \$1,792
- Insurance benefits budget will increase by \$423
- Temporary budget will decrease by \$2,625
- Non Base Fringe budget will decrease by \$806
- Non Base Insurance budget will decrease by \$191
- Travel & Training budget will decrease by \$4,962
- Central Indirect budget will increase by \$117
- Department Indirect budget will increase by \$419

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 708164 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 Data Analyst to a 1.00 FTE Data Analyst Sr, position 708164, in the Mental Health and Addiction Services Division of the Health Department. Class Comp approved #3589.

**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:** November 30, 2016

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

**Date:** November 30, 2016

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

**Date:** November 30, 2016

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

**Date:** November 30, 2016

## Exp/Rev/FTE - Budget Modification

Budget Year: 2017

Budget Modification: HD-32-17

### 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	40043-17	1000	40-90	0030	409001	50370 - Dept Indirect Rev	(9,867,024)	(9,867,443)	(419)	
2	40043-17	1000	40-90	0030	409001	60100 - Temporary	94,393	94,812	419	
1000 Total										0
40-90 Total										0
Program Offer Number 40043-17 Total										0
3	40068-17	3002	40-10	0030	41405-00-3002	60000 - Permanent	688,057	691,265	3,208	
4	40068-17	3002	40-10	0030	41405-00-3002	60130 - Salary Related Expns	222,985	223,971	986	
5	40068-17	3002	40-10	0030	41405-00-3002	60140 - Insurance Benefits	207,398	207,630	232	
6	40068-17	3002	40-10	0030	41405-00-3002	60260 - Travel & Training	9,200	4,238	(4,962)	
7	40068-17	3002	40-10	0030	41405-00-3002	60350 - Central Indirect	29,527	29,644	117	
8	40068-17	3002	40-10	0030	41405-00-3002	60355 - Dept Indirect	105,804	106,223	419	
3002 Total										0
9	40068-17	82037	40-10	0030	4MA37-17-19	50180 - IG-OP-Direct St	(166,529)	(162,907)	3,622	
10	40068-17	82037	40-10	0030	4MA37-17-19	60100 - Temporary	3,193	568	(2,625)	
11	40068-17	82037	40-10	0030	4MA37-17-19	60135 - Non Base Fringe	981	175	(806)	
12	40068-17	82037	40-10	0030	4MA37-17-19	60145 - Non Base Insurance	232	41	(191)	
13	40068-17	82037	40-10	0030	4MA37-17-20	50180 - IG-OP-Direct St	(348,677)	(352,299)	(3,622)	
14	40068-17	82037	40-10	0030	4MA37-17-20	60000 - Permanent	215,179	217,804	2,625	
15	40068-17	82037	40-10	0030	4MA37-17-20	60130 - Salary Related Expns	72,897	73,703	806	
16	40068-17	82037	40-10	0030	4MA37-17-20	60140 - Insurance Benefits	60,601	60,792	191	
82037 Total										0

## Exp/Rev/FTE - Budget Modification

Budget Year: 2017

Budget Modification: HD-32-17

Line No.	Program Offer Number	Fund Code	Fund Center	Func. Area	Cost Object	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
	<b>40-10 Total</b>									0
					<b>Program Offer Number 40068-17 Total</b>					0
17	72020-17	3500	72-80	0020	705210	50316 - Svc Rmb Med/Dental	(77,877,162)	(77,877,394)	(232)	
18	72020-17	3500	72-80	0020	705210	60330 - Claims Paid	12,425,815	12,426,047	232	
	<b>3500 Total</b>									0
	<b>72-80 Total</b>									0
					<b>Program Offer Number 72020-17 Total</b>					0
19	95000-17	1000	19	0020	9500001000	60470 - Contingency	12,424,158	12,424,275	117	
	<b>1000 Total</b>									117
	<b>19 Total</b>									117
					<b>Program Offer Number 95000-17 Total</b>					117
20	95001-17	1000	19	0020	9500001000	50310 - Intl Svc Reimburse	(6,062,327)	(6,062,444)	(117)	
	<b>1000 Total</b>									(117)
	<b>19 Total</b>									(117)
					<b>Program Offer Number 95001-17 Total</b>					(117)

## Exp/Rev/FTE - Budget Modification

Budget Year: 2017

Budget Modification: HD-32-17

### 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
708164	6073	Data Analyst	63307	3002	41405-00-3002	(0.55)	(33,404)	(10,258)	(10,673)	(54,335)
708164	6073	Data Analyst	63307	82037	4MA37-17-20	(0.45)	(27,331)	(8,393)	(8,731)	(44,455)
708164	6456	Data Analyst/Sr	63307	3002	41405-00-3002	0.55	36,612	11,244	10,905	58,761
708164	6456	Data Analyst/Sr	63307	82037	4MA37-17-20	0.45	29,956	9,199	8,922	48,077
Total Annualized Changes:						0.00	\$5,833	\$1,792	\$423	\$8,048

### 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
708164	6073	Data Analyst	63307	3002	41405-00-3002	(0.55)	(33,404)	(10,258)	(10,673)	(54,335)
708164	6073	Data Analyst	63307	82037	4MA37-17-20	(0.45)	(27,331)	(8,393)	(8,731)	(44,455)
708164	6456	Data Analyst/Sr	63307	3002	41405-00-3002	0.55	36,612	11,244	10,905	58,761
708164	6456	Data Analyst/Sr	63307	82037	4MA37-17-20	0.45	29,956	9,199	8,922	48,077
Total Current FY Changes:						0.00	\$5,833	\$1,792	\$423	\$8,048