



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

## Board Clerk Use Only

Meeting Date: \_\_\_\_\_

Agenda Item #: \_\_\_\_\_

Est. Start Time: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

**Agenda Title:** BUDGET MODIFICATION # HD-26-18: Authorizing three position reclassifications within the Health Department

**Requested Meeting Date:** \_\_\_\_\_ **Time Needed:** N/A Consent

**Department:** 40 - Health Department **Division:** Public Health, Integrated Clinical Services

**Contact(s):** Angel Landron-Gonzalez, Budget and 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 three positions. This change will not impact the Health Department's total FTE for FY 2018.

### 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 Operations Supervisor to a 1.00 FTE Program Supervisor, position 716852, in the Integrated Clinical Services Division of the Health Department. Class Comp approved the reclassification effective 10/12/17 (reclassification #3885). The position is responsible for directing all work of the System Wide Staffing On-Call Program, Patient Access Center, and Language Services; prioritizing and assigning work; developing procedures, establishing work schedules, and monitoring work performed by staff; providing leadership through facilitation, consensus building, and collaboration; providing program options that ensure equitable treatment and mitigate disparities; evaluating the effectiveness of current programs, and developing and implementing new program initiatives, professional opportunities, and other advancement initiatives; providing planning, development, administration, and implementation of systemwide projects; conducting statistical analysis concerning workload and staffing issues; creating and conducting surveys and other measurement methods to gather and analyze data; evaluating the quality of services provided; participating as a member of the clinical leadership team; directing and monitoring

financial performance and implementation of corrective financial action; developing plans for achieving program objectives and operational goals; analyzing information to plan program changes or make recommendations to senior leadership; participating in budget preparations, expenditures, revenue monitoring, and control; and identifying productivity standards. This change impacts program offer 40033 – Primary Care and Dental Access and Referral.

Reclassify a 0.62 FTE Program Specialist Senior to a 0.62 FTE Epidemiologist Senior, position 712253, in the Public Health Division of the Health Department. Class Comp approved the reclassification effective 10/25/17 (reclassification #3889). The position is responsible for planning, organizing, performing, and overseeing epidemiological studies and public health surveillance systems; prioritizing health surveillance needs; monitoring surveillance data quality and enacting or recommending changes to surveillance systems; collecting, organizing, and analyzing local data; leading or providing consultation on critical injury and illness investigation and response activities; coordinating with local, state, and federal public health officials in multi-jurisdictional environmental epidemiology investigations; disseminating epidemiological information and applied research results to various audiences; working with others to develop health interventions, policies, or programmatic systems based on epidemiological findings; developing data, maps, and reports on existing health conditions and environmental/social determinants of health to inform policy and program decisions; conducting literature reviews to assess proposed policies and programs and summarize key findings; performing statistical analyses involving scientific data; verifying data and analysis with impacted communities; serving as a subject matter expert on environmental health and environmental justice issues; providing technical assistance and answering technical questions; and supporting and leading efforts to develop programs that work to address emerging environmental health issues and concerns.

This change impacts program offers 40009 – Vital Records and 40037 – Environmental Health Community Programs.

Reclassify a 0.90 FTE Community Health Nurse to a 0.90 FTE Project Manager Represented, position 705575, in the Integrated Clinical Services Division of the Health Department. Class Comp approved the reclassification effective 10/26/17 (reclassification #3893). The position is responsible for leading project teams; developing and monitoring adherence to project plans, schedules, and budgets; communicating progress to stakeholders; identifying problems, risks, barriers, and developing mitigation strategies; identifying training needs; documenting processes, procedures, and business requirements and modifying project plans; representing ICS at meetings and other venues; making formal presentations to stakeholders; preparing grant and progress reports; organizing, facilitating, and participating in meetings with stakeholder groups to build consensus; defining project scope, milestones, timeline, budget, and resources needed; utilizing ICS PMO tools and templates for communication and adhering to communication schedules; acting as a resource for PMO tools, tracking, templates, and other materials; tracking time and resources and updating project tracker.

This change impacts program offer 40055 – Home and Community Based Health Consulting

### **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 716852 to a Program Supervisor decreased budgeted personnel cost by \$2,109, because the step at which the Program Supervisor is budgeted is lower than the step at which the Operations Supervisor is budgeted. 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.

The reclassification of position 712253 to an Epidemiologist Senior decreased budgeted personnel cost by \$5,216, because the step at which the Epidemiologist Senior is budgeted is lower than the step at which the Program Specialist Senior is budgeted. 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.

The reclassification of position 705575 to a Project Manager Represented decreased budgeted personnel cost by \$14,930, because the step at which the Project Manager Represented is budgeted is lower than the step at which the Community Health Nurse is budgeted. 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) 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 decrease by \$11,474
- Salary related expense budget will decrease by \$9,967
- Insurance benefits budget will decrease by \$814
- Temporary budget will increase by \$11,474
- Non Base Fringe budget will increase by \$9,967
- Non Base Insurance budget will increase by \$814

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?**

Changes of classification for positions 716852, 712253, and 705575 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 Operations Supervisor to a 1.00 FTE Program Supervisor, position 716852, in the Integrated Clinical Services Division of the Health Department. Class Comp approved #3885.

Reclassify a 0.62 FTE Program Specialist Senior to a 0.62 FTE Epidemiologist Senior, position 712253, in the Public Health Division of the Health Department. Class Comp approved #3889.

Reclassify a 0.90 FTE Community Health Nurse to a 0.90 FTE Project Manager Represented, position 705575, in the Integrated Clinical Services Division of the Health Department. Class Comp approved #3893.

**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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<b>Elected Official or Dept. Director:</b>	_____	<b>Date:</b>	_____
<b>Budget Analyst:</b>	_____	<b>Date:</b>	_____
<b>Department HR:</b>	_____	<b>Date:</b>	_____
<b>Countywide HR:</b>	_____	<b>Date:</b>	_____