



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(Revised: 09/23/13)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C-4 DATE 6/26/14
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 6/26/14
Agenda Item #: C.4
Est. Start Time: 9:30 am
Date Submitted: 6/20/14

Agenda Title: **BUDGET MODIFICATION # HD-14-18 authorizing one position re-classification within the Director's Office of the Health Department.**

Note: if Contingency, use that form. If item other than a BudMod, please use different APR. : Title should not be more than 2 lines but sufficient to describe the action requested.

Requested Meeting Date: June 26, 2014 Time Needed: N/A - Consent

Department: Health Department Division: Director's Office
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 FY2014.

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 to a 1.00 FTE Program Specialist Senior, position 713271, in the Director's Office of the Health Department. Class Comp approved the reclassification effective 11/08/2013 (reclassification #2493). The primary purpose of this position is to serve as lead for developing the internal structure of the Health Equity Initiative (HEI) in order to institutionalize equity with a focus on racial and ethnic disparities throughout the Health Department. This position will provide strategic direction in developing internal partnerships, building awareness and understanding of equity and empowerment issues, applying the equity and empowerment lens, developing

communications to articulate HEI's role in training, consultation, health equity advisory, research and evaluation, and program promotion and outreach.

This change impacts program offers 40045 - Health Equity Initiative (Racial Justice Focus) and 40040A - Business and Quality - Financial Services and Operations

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 713271 to a Program Specialist Senior increased budgeted personnel cost by \$5,787 because the step at which a Program Specialist Senior is budgeted is higher than the step at which a Program Specialist is budgeted. The increase in cost is offset by decreases in printing, repairs and maintenance, supplies, travel and training, and local travel and mileage 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 and/or other government participation that has or will take place.

N/A

Budget Modification

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 \$4,065
- Salary related expense budget will increase by \$1,417
- Insurance benefits budget will increase by \$305
- Printing budget will decrease by \$493
- Repairs and Maintenance budget will decrease by \$174
- Supplies budget will decrease by \$2,620
- Travel and training budget will decrease by \$2,000
- Local travel and mileage budget will decrease by \$500

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?**

Changes of classification for position 713271 better fit the duties of this position as determined by the Class/Comp Unit of Central Human Resources.

- **Do any personnel actions result from this budget modification? Explain.**

- Reclassify a 1.00 FTE Program Specialist to a 1.00 FTE Program Specialist Senior, position 713271, in the Director's Office of the Health Department. Class Comp approved #2493.

- **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: Attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.

Required Signatures

Elected Official or Dept Director: Wendy Lear for Joanne Fuller/s/ **Date:** 6/20/2014

Budget Analyst: Jennifer Unruh /s/ **Date:** 6/20/2014

Department HR: Kathleen Fuller-Poe /s/ **Date:** 05/28/2014

Countywide HR: Karie M. Miller /s/ **Date:** 06/20/2014

Note: Please submit electronically. Insert names of your approvers followed by /s/ - we no longer use actual signatures. Please date each signature. Use "n/a" when signature not applicable.

Budget Modification ID: **HD-14-18****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: 2014

Line No.	Fund Center	Fund Code	Program #	Func. Area	Internal Order	Accounting Unit		Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
						Cost Center	WBS Element						
1	40-00	1000	40045	0030			43560-GF	60000	218,731	222,796	4,065		Increase Permanent
2	40-00	1000	40045	0030			43560-GF	60130	76,271	77,688	1,417		Increase Salary Related Expns
3	40-00	1000	40045	0030			43560-GF	60140	65,229	65,534	305		Increase Insurance Benefits
4	40-00	1000	40045	0030			43560-GF	60180	493	0	(493)		Decrease Printng
5	40-00	1000	40045	0030			43560-GF	60220	174	0	(174)		Decrease Repairs and Maint
6	40-00	1000	40045	0030			43560-GF	60240	1,000	100	(900)		Decrease Supplies
7	40-00	1000	40045	0030			43560-GF	60260	2,000	0	(2,000)		Decrease Travel and Training
8	40-00	1000	40045	0030			43560-GF	60270	500	0	(500)		Decrease Local Travel/ Mileage
9									0				
10	40-90	1000	40040	0030		409001		60240	44,383	42,663	(1,720)		Decrease Supplies
11									0				
12	72-80	3500		0020		705210		50316		(305)	(305)		Increase Insurance Revenue
13	72-80	3500		0020		705210		60330		305	305		Offsetting Expenditure
14									0				
15									0				
16									0				
17									0				
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28									0				
29									0				
										0		0	Total - Page 1
										0		0	GRAND TOTAL

ANNUALIZED PERSONNEL CHANGEChange 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
1000	6021	67045	43560-GF	Program Specialist	713271	(1.00)	(54,142)	(18,879)	(18,213)	(91,234)
1000	6088	67045	43560-GF	Program Specialist Senior	713271	1.00	60,594	20,087	18,697	99,378
						TOTAL ANNUALIZED CHANGES	0.00	6,452	1,208	484
										8,144

CURRENT YEAR PERSONNEL DOLLAR CHANGECalculate 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
1000	6021	67045	43560-GF	Program Specialist	713271	(0.63)	(34,109)	(11,894)	(11,474)	(57,477)
1000	6088	67045	43560-GF	Program Specialist Senior	713271	0.63	38,174	13,311	11,779	63,264
						TOTAL CURRENT FY CHANGES	0.00	4,065	1,417	305
										5,787