



Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

Board Clerk Use Only

Meeting Date: _____

Agenda Item #: _____

Est. Start Time: _____

Date Submitted: _____

Agenda Title: BUDGET MODIFICATION # HD-39-17: Authorizing three position reclassifications within the Health Department

Requested Meeting Date: _____

Time Needed: N/A - Consent

Department: 40 - Health Department

Division: Integrated Clinic Services,
Mental Health & Addiction
Services, Human Resources

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 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 Office Assistant 2 to a 1.00 FTE Office Assistant Senior, position 703201, in the Integrated Clinical Services Division of the Health Department. Class Comp approved the reclassification effective 7/31/16 (reclassification #3671). This position is responsible for personnel payroll and timekeeping duties, including using SAP and cross-referencing the master schedule along with emails for sick calls; reviewing time and attendance, correcting payroll errors, and coding hours correctly; transferring time sheets into SAP, and handwriting hours in TARS; ensuring compliance with wage and hour laws, collective bargaining agreements, and County Personnel Rules. This position is also responsible for maintaining the schedule, filling sick calls, and processing vacation requests; reviewing the schedule several times per day to ensure coverage and filling holes according to the process established by the bargaining contract; consulting with managers to get approval for overtime and updating the schedule to reflect the changes; building schedules for existing and new employees; receiving confidential information pertaining to FMLA,

suspension, termination, and personal information; maintaining detailed records, verifying accuracy of information, researching discrepancies, and recording information; outside appointment referrals scheduling and coordination with Corrections and clinic staff to guard information from the inmates for security reasons; ordering office and medical supplies, and working with management on updating forms and distributing to Corrections Health.

This change impacts program offer 40051A – Corrections Health Inverness Jail (MCIL) Clinical Services

Reclassify a 1.00 FTE Nursing Development Consultant to a 1.00 FTE Human Resources Technician, position 714621, in the Human Resources Division of the Health Department. Class Comp approved the reclassification effective 2/2/17 (reclassification #3675). This position is responsible for assisting recruiters with closing out of exam files, scanning interview notes, uploading documents to NeoGov, and triaging emails; responding to common questions and providing recruitment resources to managers, supervisors, employees, and applicants; assisting with screening MQs; setting up, registering for, and/or attending outreach events; sending out/posting lateral transfer opportunities and other job advertisements; assisting with scheduling and preparing interview packets; tracking recruiting timelines and metrics; leading the new hire orientation for new and/or reassigned employees; serving as liaison for new hires during their first day; assisting with the coordination of interns, volunteers, and managers; initiating creation of Learning Agreements with schools; assembling new hire packets; tracking monthly PCard expenses; maintaining the license tracking database; researching, compiling, and summarizing data related to seniority, layoffs, and bumping; assisting with the layoff process; and performing special projects as assigned.

This change impacts program offers 40039 – Adult Human Resources and Training and 40030 – Medical Directors (Physicians, Nurse Practitioners and Nursing)

Reclassify a 1.00 FTE Research Evaluation Analyst 2 to a 1.00 FTE Research Evaluation Analyst Senior, position 716183, in the Mental Health and Addiction Services Division of the Health Department. Class Comp approved the reclassification effective 8/14/16 (reclassification #3680). This position is responsible independently planning, conducting, and leading evaluations of internal and external funded programs and pilot projects; creating new data collection methods, defining parameters, and crafting survey instruments; exploring available secondary data sources and verifying their legitimacy and integrity; conducting data queries with SQL; manipulating multi-million record datasets; conducting descriptive and advanced multivariate statistical analyses; analyzing countywide trends in behavioral health and examining broad-scale issues of importance to the division; creating recommendations based upon findings, and drafting reports and presentations to share information; liaising with other county divisions and departments to collaborate on mutual areas of interest; planning, overseeing, and executing multi-year evaluation projects; performing general project management duties; assisting in the development of contracted performance measures; building evaluation models into new pilot projects and determining strategies to embed evaluation into existing projects; developing evaluation qualitative and quantitative methodologies; and conducting literature reviews to inform problem solving, research methodologies, and/or best practices.

This change impacts program offer 40085 – Adult Addictions Treatment Continuum.

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 703201 to an Office Assistant Senior increased budgeted personnel cost by \$6,889, because the step at which the Office Assistant Senior is budgeted is higher than the step at which the Office Assistant 2 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.

The reclassification of position 714621 to a Human Resources Technician decreased budgeted personnel cost by \$13,776, because the step at which the Human Resources Technician is budgeted is lower than the step at which the Nursing Development Consultant 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 716183 to a Research Evaluation Analyst Senior increased budgeted personnel cost by \$17,380, because the step at which the Research Evaluation Analyst Senior is budgeted is higher than the step at which the Research Evaluation Analyst 2 is budgeted. The increase in cost is offset by a decrease in Pass-Thru & Program Support, 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

Budget Modification

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 \$7,677
- Salary related expense budget will increase by \$2,260
- Insurance benefits budget will increase by \$556
- Temporary budget will increase by \$4,921
- Non Base Fringe budget will increase by \$1,609
- Non Base Insurance budget will increase by \$357
- Pass-Thru & Program Support budget will decrease by \$17,380

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 positions 703201, 714621, and 716183 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?

9. Do any personnel actions result from this budget modification?

Reclassify a 1.00 FTE Office Assistant 2 to a 1.00 FTE Office Assistant Senior, position 703201, in the Integrated Clinical Services Division of the Health Department. Class Comp approved #3671.

Reclassify a 1.00 FTE Nursing Development Consultant to a 1.00 FTE Human Resources Technician, position 714621, in the Human Resources Division of the Health Department. Class Comp approved #3675.

Reclassify a 1.00 FTE Research Evaluation Analyst 2 to a 1.00 FTE Research Evaluation Analyst Senior, position 716183, in the Mental Health and Addiction Services Division of the Health Department. Class Comp approved #3680.

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

Required Signature

**Elected Official or
Dept. Director:** _____

Date: _____

Budget Analyst: _____

Date: _____

Department HR: _____

Date: _____

Countywide HR: _____

Date: _____