



# 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-27-16: Authorizing six position reclassifications within the Health Department

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

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

**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 six positions. This change will not impact the Health Department's total FTE for FY 2016.

### 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 Technician to a 1.00 FTE Program Specialist, position 716429, in the Public Health Division of the Health Department. Class Comp approved the reclassification effective 6/22/2015 (reclassification #3263). This position is responsible for being the subject matter expert for Maternal and Child Family Health and serving as the representative of the program with service providers, funding sources, staff, community organizations, and the public; executing, maintaining, amending, and renewing contracts and grants for the program; coordinating new and existing contracts, budgets, MOUs, reporting requirements, outcome measures, amendments, and renewals; developing procurement documents and facilitating the procurement process; providing technical assistance and consultation to service providers, agencies, and County staff; monitoring expenditures, outcomes, and outputs; reviewing, analyzing, and communicating with contractors on spending versus budget expenditures; coordinating project management activities; proposing and implementing business systems, process improvement and

/or operations workflow analyses to identify areas for improvement; managing administrative and program-related projects with other service areas/groups and support services for quality assurance purposes; conducting research and gathering and compiling data; preparing reports and making recommendations to management; and making recommendations for the program based on research and data analysis.

This change impacts program offer 40054 – Nurse Family Partnership

Reclassify a 0.80 FTE Program Specialist Senior to a 0.80 FTE Project Manager, position 713271, in the Public Health Division of the Health Department. Class Comp approved the reclassification effective 7/14/2015 (reclassification #3270). This position is responsible for utilizing project management principles, techniques, and change management processes to oversee the development, planning, coordination, administration, and implementation of master plans for major health equity related projects; developing master plans that outline project goals, objectives, timelines, project scope and level of involvement, staffing, training, budget, resources needed, and the mechanisms for ensuring delivery of results; providing direction and leadership, and functioning as the primary information/technical resources to staff and project team members; maintaining technical project and compliance reports, records, and documentation; modifying the project plan as necessary in response to unforeseen changes or unexpected developments; and consulting with staff and stakeholders to resolve issues, identify/minimize risks, develop contingency plans, and ensure successful completion of the project.

This change impacts program offer 40045 – Health Equity Initiative (Racial Justice Focus).

Reclassify a 1.00 FTE Finance Specialist Senior to a 1.00 FTE Project Manager, position 709049, in the Public Health Division of the Health Department. Class Comp approved the reclassification effective 7/28/2015 (reclassification #3280). This position is responsible for managing the development, planning, coordination, administration, and implementation of major financial projects and fiscal/data reporting projects for the division within established master plans/master schedules that includes detailing timelines, resources, and budgets; overseeing the accounting, auditing, fiscal management, and forecasting projects of the division as well as oversight of fiscal processes, project management, and oversight of project teams for Early Childhood Services, HIV/STD/Adolescent Health, Environmental Health, Communicable Disease Services, Community Wellness Prevention, Health Equity Initiative, and other Public Health Division programs; conducting risk assessment and mitigation activities; monitoring and regularly communicating project status to leadership, community partners, and other key stakeholders; representing the division in meetings, administrative hearings, and committee meetings; acting as liaison between internal and external partners, contractors, and stakeholders to facilitate collaboration and ensure accountability; developing and overseeing dashboards and tools for various business lines to help the Director and senior leadership with decision making; identifying and providing training needs; and defining and documenting processes, procedures, and business requirements.

This change impacts program offer 40048 – Community Epidemiology

Reclassify a 1.00 FTE Finance Specialist Senior to a 1.00 FTE Project Manager, position 708817, in the Integrated Clinical Services Division of the Health Department. Class Comp approved the reclassification effective 8/11/2015 (reclassification #3288). This position is responsible for managing the development, planning, coordination, administration, and implementation of major financial projects and fiscal/data reporting projects for all ICS divisions and programs within established master plans/master schedules that includes detailing timelines, resources, and budgets; designing a master plan for data reporting, sharing, and interpreting; analyzing data and preparing detailed financial reports, projects, and risk assessments to assist in the development of budgets and for budget monitoring; overseeing the accounting, auditing, fiscal management, and forecasting projects of the division, and fiscal processes, project management, and functions that support ICS programs; representing the division in meetings, administrative hearings, and committee meetings; acting as liaison between internal and external partners, contractors, and stakeholders to facilitate collaboration and ensure accountability; designing and overseeing dashboards; identifying, developing, and providing training needs; and preparing and reviewing

complex documentation for interagency and intergovernmental services and expenditures. This change impacts program offer 40034 – Quality Assurance

Reclassify a 1.00 FTE Finance Technician to a 1.00 FTE Finance Specialist 1, position 714302, in the Integrated Clinical Services Division of the Health Department. Class Comp approved the reclassification effective 8/12/2015 (reclassification #3292). This position is responsible for preparing, distributing, and maintaining monthly financial reports for ICS programs; preparing, distributing, and maintaining monthly cash collection reports for self-pay visits; corresponding with program managers to resolve discrepancies and answer questions arising from financial reports; assisting in the preparation of annual financial statements; monitoring expenditures to assure budget compliance; interpreting County and Health Department policies; verification of client eligibility and reposting visits in EPIC; gathering coverage details in order to determine plan eligibility; tracking MMIS system for coverage corrections and subsequent payments posted in EPIC; preparing clinic dashboard reports and statistics for various ICS programs; tracking and reconciling the Refugee Program services and payments, and preparing and reviewing documentation for interagency and intergovernmental services, expenditures, and bills. This change impacts program offer 40034 – Quality Assurance

Reclassify a 0.80 FTE Research Evaluation Analyst 2 to a 0.80 FTE Research Evaluation Analyst Senior, position 710677, in the Public Health Division of the Health Department. Class Comp approved the reclassification effective 7/8/2015 (reclassification #3267). This position is responsible for leading and conducting projects to support program managers and staff in the planning, design, data analysis, and interpretation of findings from public health surveillance, outbreak investigations, program evaluation, outcome evaluation, and special health-related studies; performing complex technical qualitative and quantitative analytical tasks to collect and analyze data; formulating and applying novel mathematical/statistical models, as well as applying advanced data management, coding, informatics, and analysis using a variety of software; designing, drafting, and presenting study findings, evaluation outcomes, reports, debriefings, workshops, and technical trainings; designing databases and computer algorithms to create analytic variables and data analyses reports; working with state Oregon Health Authority, other analysts, data and program managers, and healthcare collaborators to acquire and manage County-specific data for reports, emergency response and outbreak reports, special studies, and program evaluations; developing, maintaining, and updating analysis programs to generate accurate and reliable statistics for routine and special public health reports and to report disease or public health conditions to state and other public health authorities; and providing technical consultation regarding CDS, STD/HIV/HCV and other health-related data issues, data analyses, and interpretation to support evidence-based public health-related decision making. This change impacts program offer 40010 – Communicable Disease Prevention and Control

### **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 716429 to a Program Specialist increased budgeted personnel cost by \$4,041, because the step at which the Program Specialist is budgeted is higher than the step at which the Program Technician is budgeted. The increase in cost is offset by a decrease in Professional Services and Supplies for no net fiscal impact this fiscal year.

The reclassification of position 713271 to a Project Manager increased budgeted personnel cost by \$2,705, because the step at which the Project Manager is budgeted is higher than the step at which the Program Specialist Senior 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 709049 to a Project Manager is budget neutral, because the current budgeted pay for the position falls within the pay-scale of the new classification.

The reclassification of position 708817 to a Project Manager is budget neutral, because the current budgeted pay for the position falls within the pay-scale of the new classification.

The reclassification of position 714302 to a Finance Specialist 1 increased budgeted personnel cost by \$2,975, because the step at which the Finance Specialist 1 is budgeted is higher than the step at which the Finance Technician 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 710677 to a Research Evaluation Analyst Senior increased budgeted personnel cost by \$4,443, 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 Professional Services, 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 \$17,776
- Salary related expense budget will increase by \$5,100
- Insurance benefits budget will increase by \$1,287
- Temporary personnel budget will decrease by \$4,302
- Non Base Fringe budget will decrease by \$1,234
- Non Base Insurance budget will decrease by \$310
- Professional Services budget will decrease by \$18,276
- Supplies budget will decrease by \$41

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 position 716429, 713271, 709049, 708817, 714302, and 710677 better fit 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 Program Technician to a 1.00 FTE Program Specialist, position 716429, in the Public Health Division of the Health Department. Class Comp approved #3263.
- Reclassify a 0.80 FTE Program Specialist Senior to a 0.80 FTE Project Manager, position 713271, in the Public Health Division of the Health Department. Class Comp approved #3270.
- Reclassify a 1.00 FTE Finance Specialist Senior to a 1.00 FTE Project Manager, position 709049, in the Public Health Division of the Health Department. Class Comp approved reclassification #3280.
- Reclassify a 1.00 FTE Finance Specialist Senior to a 1.00 FTE Project Manager, position 708817, in the Integrated Clinical Services Division of the Health Department. Class Comp approved #3288.
- Reclassify a 1.00 FTE Finance Technician to a 1.00 FTE Finance Specialist 1, position 714302, in the Integrated Clinical Services Division of the Health Department. Class Comp approved #3292.
- Reclassify a 0.80 FTE Research Evaluation Analyst 2 to a 0.80 FTE Research Evaluation Analyst Senior, position 710677, in the Public Health Division of the Health Department. Class Comp approved #3267.

**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:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Budget Analyst:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Department HR:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Countywide HR:** \_\_\_\_\_

**Date:** \_\_\_\_\_