



# MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(Revised: 5/24/13)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS

AGENDA # C-8 DATE 8/29/13  
MARINA BAKER, ASST BOARD CLERK

## Board Clerk Use Only

Meeting Date: 8/29/13  
Agenda Item #: C.8  
Est. Start Time: 9:30 am  
Date Submitted: 8/20/13

Agenda Title: **BUDGET MODIFICATION: DCHS14-09 - Reclassifying a full time Data Technician position to a Data Analyst.**

*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: Next Available Time Needed: N/A (Consent)  
Department: County Human Services Division: Mental Health & Addiction Services  
Contact(s): Joan Rice  
Phone: 503-988-3691 Ext. 29597 I/O Address: 167/1/520  
Presenter Name(s) & Title(s): N/A - Consent Agenda

## General Information

### 1. What action are you requesting from the Board?

The Department of County Human Services is requesting approval of budget modification DCHS14-09, authorizing the reclassification of a full-time Data Technician position to a Data Analyst in the Mental Health & Addiction Services division of the Department of County Human Services as determined by the Class/Comp unit of Central Human Resources, Reclassification Request #2294.

### 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.

This budget modification reflects an HR Class/Comp decision on a reclassification request initiated by an employee in Program Offer 25053 – Quality Management & Protective Services. A Senior Data Analyst position was vacated in July 2011 and duties were split between the Data Analyst position and this Data Technician position. During this time, Data Technician duties, including CPMS database and incident report data base entry has been handed off to other positions thus allowing more than 40% of time to focus on report and database development and technical support assignments, including producing the data for the Mental Health dashboard, creating ad hoc databases and backing up the

Data Analyst position. Additional duties have been added during the preparation and implementation of the new EHR, including advanced report writing, additional database management and Evolv technical support. This position monitors the program requirements of the MHASD client information management data systems and the Oregon Health Service data and works closely with all levels of IT, MHASD management and staff, and external partners to ensure data storage and reporting systems are created, maintained and updated to meet compliance with State and County regulatory and contract obligations. The duties, responsibilities and qualifications support this position to be allocated to *Data Analyst (6073)*.

The FY14 fiscal year budget impact will be neutral with an increase of \$ 7,416 in Personnel costs, which will be offset with a reduction of \$7,416 in the Professional Services budget. Subsequent fiscal year personnel cost increases will be determined by approved merit and COLA increases, and will be absorbed within the division's budget.

**3. Explain the fiscal impact (current year and ongoing)**

The Data Analyst position is eight pay grades higher than the Data Technician position. However, there will be no financial impact to the current fiscal year budget as the increased salary cost will be absorbed by a decrease in the Professional Services budget. Subsequent fiscal year personnel cost increases will be determined by approved merit and COLA increases, and will be absorbed within the division's budget.

Service reimbursement from the Federal/State fund to the Risk Management fund will increase by \$369.

**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

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**Budget Modification**

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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 revenue is being changed
- **What budgets are increased/decreased?**  
There is no financial budget impact associated with this reclassification.
- **What do the changes accomplish?**  
This budget modification implements the decision from the HR Class/Comp unit to reclassify a full-time Data Technician position to a Data Analyst in order to accurately reflect the functions and duties of the position involved.
- **Do any personnel actions result from this budget modification? Explain.**  
Yes. The approval of this budget modification will result in reclassifying a full-time position in Mental Health & Addiction Services from a Data Technician to a Data Analyst, as determined by the Class/Comp unit of Central Human Resources.

- 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

|   |   |                              |
|---|---|------------------------------|
| <b>Elected Official<br/>or Dept Director:</b> | <u>Kathy Tinkle for Susan Myers /s/</u> | <b>Date:</b> <u>08/14/13</u> |
| <b>Budget Analyst:</b>                        | <u>Ching Hay /s/</u>                    | <b>Date:</b> <u>8/20/13</u>  |
| <b>Department HR:</b>                         | <u>Urmila Jhattu /s/</u>                | <b>Date:</b> <u>8/14/13</u>  |
| <b>Countywide HR:</b>                         | <u>Susan Mullett /s/</u>                | <b>Date:</b> <u>08/14/13</u> |

*/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: **DCHS14-09****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) | Description           |
|----------|-------------|-----------|-----------|------------|----------------|-----------------|-----------------|--------------|----------------|----------------|-----------------------------|-----------------------|
|          |             |           |           |            |                | Cost Center     | WBS Element     |              |                |                |                             |                       |
| 1        |             |           |           |            |                |                 |                 |              |                |                |                             |                       |
| 2        | 20-80       | 3002      | 25053     | 040        |                |                 | MA SA QM DS XIX | 60000        | 292,556        | 297,851        | 5,295                       | Permanent             |
| 3        | 20-80       | 3002      | 25053     | 040        |                |                 | MA SA QM DS XIX | 60130        | 97,982         | 99,734         | 1,752                       | Salary Related        |
| 4        | 20-80       | 3002      | 25053     | 040        |                |                 | MA SA QM DS XIX | 60140        | 84,604         | 84,973         | 369                         | Insurance             |
| 5        | 20-80       | 3002      | 25053     | 040        |                |                 | MA SA QM DS XIX | 60170        | 1,192,902      | 1,185,486      | (7,416)                     | Professional Services |
| 6        |             |           |           |            |                |                 |                 |              |                |                |                             |                       |
| 7        | 72-80       | 3500      |           | 0020       |                | 705210          |                 | 50316        |                | (369)          | (369)                       | Svc Rmb Insurance     |
| 8        | 72-80       | 3500      |           | 0020       |                | 705210          |                 | 60330        |                | 369            | 369                         | Claims Paid           |
| 9        |             |           |           |            |                |                 |                 |              |                | 0              |                             |                       |
| 10       |             |           |           |            |                |                 |                 |              |                | 0              |                             |                       |
| 11       |             |           |           |            |                |                 |                 |              |                | 0              |                             |                       |
| 12       |             |           |           |            |                |                 |                 |              |                | 0              |                             |                       |
| 13       |             |           |           |            |                |                 |                 |              |                | 0              |                             |                       |
| 14       |             |           |           |            |                |                 |                 |              |                | 0              |                             |                       |
| 15       |             |           |           |            |                |                 |                 |              |                | 0              |                             |                       |
| 16       |             |           |           |            |                |                 |                 |              |                | 0              |                             |                       |
| 17       |             |           |           |            |                |                 |                 |              |                | 0              |                             |                       |
| 18       |             |           |           |            |                |                 |                 |              |                | 0              |                             |                       |
| 19       |             |           |           |            |                |                 |                 |              |                | 0              |                             |                       |
| 20       |             |           |           |            |                |                 |                 |              |                | 0              |                             |                       |
| 21       |             |           |           |            |                |                 |                 |              |                | 0              |                             |                       |
| 22       |             |           |           |            |                |                 |                 |              |                | 0              |                             |                       |
| 23       |             |           |           |            |                |                 |                 |              |                | 0              |                             |                       |
| 24       |             |           |           |            |                |                 |                 |              |                | 0              |                             |                       |
| 25       |             |           |           |            |                |                 |                 |              |                | 0              |                             |                       |
| 26       |             |           |           |            |                |                 |                 |              |                | 0              |                             |                       |
| 27       |             |           |           |            |                |                 |                 |              |                | 0              |                             |                       |
| 28       |             |           |           |            |                |                 |                 |              |                | 0              |                             |                       |
| 29       |             |           |           |            |                |                 |                 |              |                | 0              |                             |                       |
|          |             |           |           |            |                |                 |                 |              |                |                | 0                           | Total - Page 1        |
|          |             |           |           |            |                |                 |                 |              |                |                | 0                           | GRAND TOTAL           |

**ANNUALIZED PERSONNEL CHANGE**Change 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    |
| 3002                     | 6074  | 63307  | MA SA QM DS XIX | Data Technician | 712029          | (1.00) | (47,490)   | (15,743) | (17,476) | (80,709) |
| 3002                     | 6073  | 63307  | MA SA QM DS XIX | Data Analyst    | 712029          | 1.00   | 52,785     | 17,495   | 17,845   | 88,125   |
|                          |       |        |                 |                 |                 |        |            |          |          |          |
|                          |       |        |                 |                 |                 |        |            |          |          | 0        |
|                          |       |        |                 |                 |                 |        |            |          |          | 0        |
|                          |       |        |                 |                 |                 |        |            |          |          | 0        |
|                          |       |        |                 |                 |                 |        |            |          |          | 0        |
|                          |       |        |                 |                 |                 |        |            |          |          | 0        |
|                          |       |        |                 |                 |                 |        |            |          |          | 0        |
|                          |       |        |                 |                 |                 |        |            |          |          | 0        |
|                          |       |        |                 |                 |                 |        |            |          |          | 0        |
|                          |       |        |                 |                 |                 |        |            |          |          | 0        |
|                          |       |        |                 |                 |                 |        |            |          |          | 0        |
|                          |       |        |                 |                 |                 |        |            |          |          | 0        |
| TOTAL ANNUALIZED CHANGES |       |        |                 |                 |                 | 0.00   | 5,295      | 1,752    | 369      | 7,416    |

**CURRENT YEAR PERSONNEL DOLLAR CHANGE**Calculate costs/savings that will take place in this FY; these should explain the actual dollar amounts being changed by this Bud Mod.

Effective Date: 7/1/13

|                          |       |        |                 |                 |                 |        | CURRENT YEAR |          |          |          |
|--------------------------|-------|--------|-----------------|-----------------|-----------------|--------|--------------|----------|----------|----------|
| Fund                     | Job # | HR Org | CC/WBS/IO       | Position Title  | Position Number | FTE    | BASE PAY     | FRINGE   | INSUR    | TOTAL    |
| 3002                     | 6074  | 63307  | MA SA QM DS XIX | Data Technician | 712029          | (1.00) | (47,490)     | (15,743) | (17,476) | (80,709) |
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|                          |       |        |                 |                 |                 |        |              |          |          |          |
|                          |       |        |                 |                 |                 |        |              |          |          | 0        |
|                          |       |        |                 |                 |                 |        |              |          |          | 0        |
|                          |       |        |                 |                 |                 |        |              |          |          | 0        |
|                          |       |        |                 |                 |                 |        |              |          |          | 0        |
|                          |       |        |                 |                 |                 |        |              |          |          | 0        |
|                          |       |        |                 |                 |                 |        |              |          |          | 0        |
|                          |       |        |                 |                 |                 |        |              |          |          | 0        |
|                          |       |        |                 |                 |                 |        |              |          |          | 0        |
|                          |       |        |                 |                 |                 |        |              |          |          | 0        |
|                          |       |        |                 |                 |                 |        |              |          |          | 0        |
|                          |       |        |                 |                 |                 |        |              |          |          | 0        |
| TOTAL CURRENT FY CHANGES |       |        |                 |                 |                 | 0.00   | 5,295        | 1,752    | 369      | 7,416    |