



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(Revised: 09/23/13)

Board Clerk Use Only

Meeting Date: 4/17/14
Agenda Item #: C.1
Est. Start Time: 9:30 AM
Date Submitted: 4/7/14

Agenda Title: **BUDGET MODIFICATION # HD-14-12 authorizing two position re-classifications within Community Health Services division 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: April 17, 2014 **Time Needed:** N/A - Consent

Department: Health Department **Division:** Community Health Services

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 adjustment resulting from the reclassification of two positions. 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 0.80 FTE Operations Process Specialist to a 0.80 FTE Business Process Consultant, position 713426 in the Community Health Services Division of the Health Department. Class Comp approved the reclassification effective 08/05/2013 (reclassification #2422). This position performs ongoing evaluations of business operation process changes, serves as a liaison between IT staff, software/application vendors, and the Health Department to coordinate installation, implementation, use, modifications, and complex integrations of information systems, and makes recommendations to program

managers and senior/executive management.
This change impacts program offer 40048—Community Epidemiology.

Reclassify a 1.00 FTE Data Analyst to a 1.00 FTE Data Analyst Senior, position 712761 in the Community Health Services Division of the Health Department. Class Comp approved the reclassification effective 09/06/2013 (reclassification #2443). This position develops and manages various multi-user databases, creates complex dashboards, detail, and summary reports, identifies and implements workflow enhancements, serves as a liaison with system users and County IT staff, and works with managers to identify appropriate quality assurance and performance measures.

This change impacts program offer 40013A & 40013B—Early Childhood Services.

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 713426 to a Business Process Consultant increased budgeted-personnel cost by \$13,187 because the step at which the Business Process Consultant is budgeted is higher than the step at which the Operations Process Specialist is budgeted. The increase in cost is offset by a decrease in supplies and travel and training for no net fiscal impact this fiscal year.

The reclassification of position 712761 to a Data Analyst Senior increased budgeted personnel cost by \$10,020 because the step at which the Data Analyst Senior is budgeted is higher than the step at which the Data Analyst is budgeted. The increase in cost is offset by a decrease in supplies 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 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 \$14,565

- Salary related expense budget will increase by \$4,957
- Insurance benefits budget will increase by \$3,685
- Travel and Training budget will decrease by \$11,187
- Supplies budget will decrease by \$12,020

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 positions 713426 and 712761 better fit the duties of these positions as determined by the Class/Comp Unit of Central Human Resources.

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

- Reclassify a 0.80 FTE Operations Process Specialist to a 0.80 FTE Business Process Consultant, position 713426, in the Community Health Services Division of the Health Department. Class Comp approved #2422.
- Reclassify a 1.00 FTE Data Analyst to a 1.00 FTE Data Analyst Senior, position 712761, in the Community Health Services Division of the Health Department. Class Comp approved #2443.

• **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: KaRin Johnson for Joanne Fuller/s/ **Date:** 04-03-14

Budget Analyst: Althea Gregory /s/ **Date:** 04/04/2014

Department HR: Kathleen Fuller-Poe /s/ **Date:** 03/24/2014

Countywide HR: Karie M. Miller /s/ **Date:** 04/03/2014

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."