



Multnomah County
Agenda Placement Request
Budget Modification
(FY 2018)

Board Clerk Use Only

Meeting Date: _____

Agenda Item #: _____

Est. Start Time: _____

Date Submitted: _____

Agenda Title: BUDGET MODIFICATION # HD-04-18: Authorizing one position reclassification within the Health Department

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

Department: 40 - Health Department **Division:** Corrections Health

Contact(s): Angel Landron-Gonzalez – Finance & Budget Manager

Phone: (503) 988-7438 **Ext.** 87438 **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 one position. This change will not impact the Health Department's total FTE for FY 2018.

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 Administrative Specialist to a 1.00 FTE Administrative Analyst, position 712202, in the Corrections Health Division of the Health Department. Class Comp approved the reclassification effective 2/1/17 (reclassification #3802). This position is responsible for providing administrative and technical support; reviewing, conferring with, and advising staff on policies, procedures, and protocols; reviewing and advising staff on national accreditation compliance standards; handling high level, confidential matters containing personnel, legal, and politically sensitive information on behalf of the director; managing, maintaining, coordinating, and advising the director on daily/weekly calendars and meeting schedules; serving as the public affairs contact person; creating, managing, maintaining, and coordinating program-wide correspondence, presentations, quality plans, and newsletters; preparing and providing all program documentation for accreditation on-site surveys, audits, and consultant visits; gathering and compiling program statistical data; developing, creating, formatting, and maintaining mandatory reports, databases, and graphs; validating all data for accuracy and consistency; informing and advising on trends and anomalies; gathering and compiling program expenses and information for budget development;

analyzing monthly operational budgets and creating reports and dashboards to advise management; reviewing, analyzing, and processing payment of administrative notices, miscellaneous expenses, travel and training costs, and mileage claims; initiating, revising, analyzing, and advising on new and updated procedures and workflows; and creating and revising program forms and materials.

This change impacts program offers 40049 – Corrections Health Juvenile Detention, 40050A - Corrections Health Multnomah County Detention Center (MCDC), and 40051A - Corrections Health Inverness Jail (MCJI) Clinical 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 712202 to an Administrative Analyst increased budgeted personnel cost by \$14,845, because the step at which the Administrative Analyst is budgeted is higher than the step at which the Administrative Specialist 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.

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 \$10,677
- Salary related expense budget will increase by \$3,410
- Insurance benefits budget will increase by \$758
- Temporary budget will decrease by \$10,756
- Non Base Fringe budget will decrease by \$3,410
- Non Base Insurance budget will decrease by \$679

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 712202 better fits the duties of this position 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 Administrative Specialist to a 1.00 FTE Administrative Analyst, position 712202, in the Corrections Health Division of the Health Department. Class Comp approved #3802.

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: _____