



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 # DCHS-37-15: Reclassification of a full time Data Technician to a Data Analyst position in DCHS

Requested Meeting Date: _____ **Time Needed:** Consent

Department: 25 - County Human Services **Division:** Mental Health & Addiction Services

Contact(s): Jacob Mestman

Phone: 503-988-8194 **Ext.** 88194 **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 requests approval of Budget Modification DCHS-37-15 which reclassifies position #714230 from a Data Technician to a Data Analyst per class comp request #2679.

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.

Program Offer #25053 - Quality Management & Protective Services - This position will support the planning, design, development, implementation, monitoring, and evaluation for case rates, outpatient and inpatient authorizations, adjudication, and payment systems. In addition, the employee supports Evolv, the MHASD central information system consisting of 425 users. Duties are report generation, including running reports to measure compliance, and generating various reports and graphs to analyze the ticketing system; data analysis, database management, system testing and issue resolution; Evolv table setup and maintenance, form building, testing, and maintenance; and claims adjudication and critical issue resolution, including identifying billing issues, running reports to verify processes, and providing follow-up to ensure authorizations are complete.

The duties, responsibilities and qualifications support this position is allocated to Data Analyst

(6073).

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

Program Offer #25053 - Quality Management & Protective Services will remain budget neutral as the increase in permanent staffing will be offset by a decrease in the temporary staffing budget.

Subsequent fiscal year personnel merit and COLA increases and will be absorbed within the division's budget.

Service reimbursement to the Risk Management fund will increase by \$753.

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).

There is no change in revenue.

7. What budgets are increased/decreased?

The Department of County Human Services, Mental Health & Addictions Division budget will remain budget neutral as a result of this budget modification.

Service reimbursement to the Risk Management fund will increase by \$753.

8. What do the changes accomplish?

This budget modification implements the decision from HR Class/Comp to reclassify a full time Data Technician position to a full time Data Analyst .

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

Yes. The approval of this budget modification will result in reclassifying a 1.00 FTE position in Mental Health & Addiction Services from a Data Technician to a 1.00 FTE Data Analyst as determined by the Class/Comp unit of Central Human Resources.

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: _____