



**MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST
BUDGET MODIFICATION**

(Revised: 09/23/13)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C-1 DATE 4/17/14
LYNDA GROW, BOARD CLERK

Board Clerk Use Only

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

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."

Budget Modification ID: **HD-14-12**

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	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
					Internal Order	Cost Center	WBS Element						
1	40-30	1000	40048	0030		403005		60000	206,418	213,859	7,441		Increase Permanent
2	40-30	1000	40048	0030		403005		60130	70,284	72,879	2,595		Increase Salary Related Expns
3	40-30	1000	40048	0030		403005		60140	56,104	59,255	3,151		Increase Insurance Benefits
4	40-30	1000	40048	0030		403005		60260	16,000	4,813	(11,187)		Decrease Travel & Training
5	40-30	1000	40048	0030		403005		60240	6,500	4,500	(2,000)		Decrease Supplies
6													
7	40-47	1000	40013A	0030			44701-GF	60000	638,647	645,771	7,124		Increase Permanent
8	40-47	1000	40013A	0030			44701-GF	60130	217,295	219,657	2,362		Increase Salary Related Expns
9	40-47	1000	40013A	0030			44701-GF	60140	201,371	201,905	534		Increase Insurance Benefits
10	40-47	1000	40013A	0030			44701-GF	60240	34,724	24,704	(10,020)		Decrease Supplies
11													
12													
13	72-80	3500		0020		705210		50316			(3,685)		Insurance Revenue
14	72-80	3500		0020		705210		60330			3,685		Offsetting Expenditure
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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
1000	6500	65805	403005	Operations Process Specialist	713426	(0.80)	(43,314)	(15,104)	(14,571)	(72,989)
1000	6501	65805	403005	Business Process Consultant	713426	0.80	51,432	17,934	18,009	87,375
1000	6073	61485	44701-GF	Data Analyst	712761	(1.00)	(53,890)	(17,864)	(18,194)	(89,948)
1000	6456	61485	44701-GF	Data Analyst Senior	712761	1.00	62,473	20,710	18,837	102,020
TOTAL ANNUALIZED CHANGES						0.00	16,701	5,676	4,081	26,458

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.

							CURRENT YEAR			
Fund	Job #	HR Org	CC/WBS/IO	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
1000	6500	65805	403005	Operations Process Specialist	713426	(0.73)	(39,705)	(13,845)	(13,357)	(66,907)
1000	6501	65805	403005	Business Process Consultant	713426	0.73	47,146	16,440	16,508	80,094
1000	6073	61485	44701-GF	Data Analyst	712761	(0.83)	(44,729)	(14,827)	(15,101)	(74,657)
1000	6456	61485	44701-GF	Data Analyst Senior	712761	0.83	51,853	17,189	15,635	84,677
TOTAL CURRENT FY CHANGES						0.00	14,565	4,957	3,685	23,207

FM Side			PS/CO Side			Cost Element/Commitment	Notes
FM Fund Center	FM Fund Code	Functional Area	Internal Order	Cost Center	WBS Element	Item	
General Fund Contingency							
19	1000	0020		9500001000		60470	Reduce available General Fund Contingency
xx-xx	xxxxx	0020		xxx	xxx	xxxxx	Increase Expenditure
Indirect							
Central							
xx-xx	xxxxx				xxx	60350	Indirect Expenditure
19	1000	0020		9500001000		50310	Indirect reimbursement revenue in General Fund
19	1000	0020		9500001000		60470	CGF Contingency expenditure
Departmental							
xxx	xxxxx			xxx	xxx	60355	Indirect Department Expenditure
xx-xx	1000			xxx	xxx	50370	Indirect Dept reimbursement revenue in General Fund
xx-xx	1000			xxx	xxx	xxx	Off setting Dept expenditure in General Fund
Telecommunications							
xx-xx	xxxxx				xxx	60370	Departmental telecommunication expenditure
78-70	3503	0020		709525		50310	Budgets receipt of reimbursement
78-70	3503	0020		709525		60200	Budgets offsetting expenditure in telecommunications fund
Data Processing							
xx-xx	xxxxx				xxx	60380	Departmental data processing expenditures
78-70	3503	0020		709599		50310	Budgets receipt of Data Processing reimbursement
78-70	3503	0020		709599		60240	Budgets offsetting expenditures
Electronic Service Reimbursement							
xx-xx	xxxxx					60420	Departmental Electronics expenditure
78-60	3501	0020		904200		50310	Receipt of Electronics service reimbursement
78-60	3501	0020		904200		60240	Budgets offsetting expenditure
Motor Pool: Use this cost center if you are adding funds for motor pool use.							
xx-xx	xxxxx				xxx	60410	Departmental Motor Pool expenditure
78-30	3501	0020		904150		50310	Budgets receipt of Motor Pool service reimbursement
78-30	3501	0020		904150		60240	Budgets offsetting expenditure
Fleet: Use this cost center if you are adding funds for dedicated program cars.							
xx-xx	xxxxx				xxx	60410	Departmental Fleet expenditure
78-60	3501	0020		904100		50310	Budgets receipt of Fleet service reimbursement
78-60	3501	0020		904100		60240	Budgets offsetting expenditure
Building Management							
xx-xx	xxxxx				xxx	60430	Departmental Building Management expenditure
78-50	3505	0020		902575		50310	Budgets receipt of Building Management service reimbursement
78-50	3505	0020		902575		60170	Budgets offsetting expenditure
Insurance Service Reimbursement							
xx-xx	xxxxx					60140 or 60145	Departmental Insurance expenditure
72-80	3500	0020		705210		50316	Insurance Revenue
72-80	3500	0020		705210		60330	Offsetting expenditure
Lease Payments to Capital Lease Retirement Fund							
xx-xx	xxxxx					60450	Departmental Capital Lease Retirement expenditure Contact your Budget Analyst to complete this.
Mail & Distribution							
xx-xx	xxxxx				xxx	60460	Mail & Distribution expenditure
78-20	3504	0020		904400		50310	Budgets receipt of service reimbursement
78-20	3504	0020		904400		60230	Budgets offsetting expenditure
Records							
xx-xx	xxxxx				xxx	60460	Records expenditure
78-20	3504	0020		904500		50310	Budgets receipt of service reimbursement
78-20	3504	0020		904500		60240	Budgets offsetting expenditure

How are functional areas assigned to cost objects?

For the most part, functional area is related to what department has recorded the revenue or expenditure (i.e. the District Attorney is reported in Public Safety and Justice). There are some exceptions to this rule that require certain funds to be assigned to a particular functional area, regardless of what department the revenues or expenditures are recorded in.

Functional Area Assignments ~ Based on Fund		
Special Revenue Funds		
1501 - Road Fund	Road & Bridges	0080
1502 - Emergency Communications Fund	Community Services	0060
1503 - Bike Path Fund	Community Services	0060
1504 - Recreation Fund	Community Services	0060
1506 - County School Fund	Community Services	0060
1508 - Animal Control Fund	Community Services	0060
1509 - Willamette River Bridges Fund	Roads & Bridges	0080
1510 - Library Fund	Library	0070
1512 - Land Corner Preservation Fund	Roads & Bridges	0080
1518 - Oregon Historical Society Special Levy	Community Services	0060
1519 - Video Lottery	Community Services	0060
Capital Project Funds		
2504 - Building Project Fund	Community Services	0060
2507 - Capital Improvement Fund	Community Services	0060
2508 - Asset Acquisition Fund	Community Services	0060
2509 - Asset Preservation Fund	Community Services	0060
2511 - Sellwood Bridge Replacement	Roads & Bridges	0080
Enterprise Funds		
3000 - Dunthorpe-Riverdale Svc Dist #14 Fund	Dunthorpe-Riverdale Svc Dist #14	0500
3001 - Mid County Svc Dist #1 Fund	Mid County Svc Dist #1	0510
3002 - Behavioral Health Managed Care Fund	Behavioral Health Managed Care	0520

If a cost object is not in one of the funds listed above, then the functional area should be assigned based on the department that the cost object is in.

Functional Area Assignments ~ Based on Department (Fund Center)		
Non-Dept (10, except 10-50)	General Government	0020
Non-Dept CCFC (10-50)	Social Services	0040
District Attorney (15)	Public Safety & Justice	0050
Countywide (18 & 19)	General Government	0020
Human Services (20, 21, 25, 26, 30 & 31)	Social Services	0040
Health (40)	Health Services	0030
Community Justice (50)	Public Safety & Justice	0050
Sheriff's Office (60)	Public Safety & Justice	0050
County Management (72)	General Government	0020
County Assets (78)	General Government	0020
Library (80)	Library	0070
Community Services (91)	General Government	0020

If you have any questions or comments, please contact Susan Luce in General Ledger at ext. 22138.

DCHS14-38

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	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Description
					Internal Order	Cost Center	WBS Element					
1	30-55	26090	25023A	0040			ADSDIVLTCEDXIX	60000	2,464,088	2,460,663	(3,425)	Permanent Salary Expense
2	30-55	26090	25023A	0040			ADSDIVLTCEDXIX	60130	841,684	840,490	(1,194)	Salary Related Expense
3	30-55	26090	25023A	0040			ADSDIVLTCEDXIX	60140	887,163	886,923	(240)	Insurance Benefits
4	30-55	26090	25023A	0040			ADSDIVLTCEDXIX	60240	39,814	44,673	4,859	Supplies
5												
6												
7	72-80	3500		0020		705210		50316		240	240	Svc Rmb Insurance
8	72-80	3500		0020		705210		60330		(240)	(240)	Claims Paid
9												
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Budget Modification: DCHS14-38

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	WBS	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
26090	6296	65452	ADSDIVLTCEDXIX	Case Manager Sr	716375	(1.00)	(49,277)	(17,183)	(17,601)	(84,061)
26090	6298	65452	ADSDIVLTCEDXIX	Case Manager 1	716375	1.00	38,899	13,564	16,875	69,338
										0
										0
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TOTAL ANNUALIZED CHANGES						0.00	(10,378)	(3,619)	(726)	(14,723)

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.

2/28/14

							CURRENT YEAR			
Fund	Job #	HR Org	WBS	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
26090	6296	65452	ADSDIVLTCEDXIX	Case Manager Sr	716375	(0.33)	(16,261)	(5,670)	(5,808)	(27,740)
26090	6298	65452	ADSDIVLTCEDXIX	Case Manager 1	716375	0.33	12,837	4,476	5,569	22,882
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										0
TOTAL CURRENT FY CHANGES						0.00	(3,425)	(1,194)	(240)	(4,859)