



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(Revised: 5/24/13)

Board Clerk Use Only

Meeting Date: 7/18/13
Agenda Item #: C.3
Est. Start Time: 9:30 am
Date Submitted: 7/2/13

Agenda Title: BUDGET MODIFICATION # HD-14-01 authorizing four position re-classifications within various divisions 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: August 1, 2013
Time Needed: N/A - Consent
Integrated Clinical Services & Community Health Services
Department: Health Department
Division:
Contact(s): Lester A. Walker - Budget & Finance Manager
Phone: (503) 988-3663 **Ext.** 26457 **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 adjustments resulting from the reclassification of four positions. This change will not impact the Health Department's total FTE for FY2014. The positions were not part of the amendment process because they had not been approved by the Class Comp unit.

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 Program Supervisor to a 1.00 FTE Manager 2, position 709930, in the Community Health Services Division of the Health Department. Class Comp approved the reclassification effective 11/16/2012 (reclassification #2210). The duties and responsibilities of this position have gradually changed. This position is currently responsible for providing leadership and strategic direction for the Healthy Birth Initiative (HBI), Welcome Baby, and Action Communities for Health, Innovation and Environmental Change (ACHIEVE) programs, which are focused on creating an equitable system of

health promotion, prevention, and care that empowers people, improves the quality of life, and reduces rates of negative birth outcomes for African American families. This position is responsible for developing, implementing, and evaluating program policies, procedures, practices; establishing a framework for assessing the effectiveness and quality of services and public health approaches; developing innovative strategies to promote population-wide health; developing and enhancing community-wide approaches to assessment and screening; and developing and maintaining relationships with external public and private agencies.

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

Reclassify a 1.00 FTE Data Analyst to a 1.00 FTE Operations Process Specialist, position 712360, in the Integrated Clinical Services Division of the Health Department. Class Comp approved the reclassification effective 6/03/2013 (reclassification #2222). This position is being reclassified because the current classification does not accurately reflect the work being performed. This position will be responsible for serving as an expert in the use of clinical systems to improve and support clinical and operational workflows. This position will work with end-users and leadership to identify, analyze, and clarify areas for improvement in systems, hardware, and workflows; complete application configuration, maintain use security; monitor and resolve electronic errors; and coordinate and consult with staff, IT, and vendors.

This change impacts program offer 40032—Lab and Medical Records.

Reclassify a 1.00 FTE Program Specialist Senior to a 1.00 FTE Project Manager, position 713829, in the Community Health Services Division of the Health Department. Class Comp approved the reclassification effective 12/14/2012 (reclassification #2238). The duties and responsibilities of this position have gradually change overtime. This position is responsible for developing, implementing, communicating, managing, and tracking informatics/technology projects; communicating master schedule that outlines goals, timelines, identified resources, and key milestones/results; and researching established policies, procedures, regulations, project management methodology, and modifying project plans as needed. In addition, this position is responsible for programmatic systems analysis and CHS-wide systems analysis for purposes of making recommendations to support the optimization of electronic data and data systems utilization.

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

Reclassify a 1.00 FTE Office Assistant Senior to a 1.00 FTE Finance Technician, position 714530, in the Community Health Services Division of the Health Department. Class Comp approved the reclassification effective 10/26/2012 (reclassification #2190). This position is being reclassified because the current classification does not accurately reflect the work. This position is responsible for resolving ECS billing issues, which include determining appropriate medical billing codes for services rendered or high/at-risk pregnant and postpartum women, infants, and children with specials needs; clarifying billing information submitted with providers; identifying billing errors; performing data entry to correct inaccurate information in EPIC; logging Encounter Accuracy Reports submitted by Community Health Nurses. Additionally, the position performs some administrative support duties: timesheet processing and entry; purchasing of supplies, equipment, and special order items; taking minutes at various meetings; and training new staff members as needed.

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 new classifications or other budgeted line items have been adjusted so that the changes are budget neutral.

The reclassification of position 709930 to a Manager 2 increased budgeted personnel cost by \$12,328 because the step at which the Manager 2 is budgeted is higher than the step at which the Program Supervisor is budgeted. The increase in cost is offset by a decrease in professional services 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 \$8,659
- Salary related expense budget will increase by \$3,019
- Insurance benefits budget will increase by \$650
- Professional Services budget will decrease by \$1,233
- Travel & Training budget will decrease by \$11,095

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 709930, 712360, 713829, and 714530 better fit the duties of this position as determined by the Class/Comp Unit of the Central Human Resources.

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

- Reclassify a 1.00 FTE Program Supervisor to a 1.00 FTE Manager 2, position 709930, in the Community Health Services Division of the Health Department. Class Comp approved #2210.
- Reclassify a 1.00 FTE Data Analyst to a 1.00 FTE Operations Process Specialist,

position 712360, in the Integrated Clinical Services Division of the Health Department. Class Comp approved #2222.

- Reclassify a 1.00 FTE Program Specialist Senior to a 1.00 FTE Project Manager, position 713829, in the Community Health Services Division of the Health Department. Class Comp approved #2238.
- Reclassify a 1.00 FTE Office Assistant Senior to a 1.00 FTE Finance Technician, position 714530, in the Community Health Services Division of the Health Department. Class Comp approved #2190.
- **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:	<u>Lillian Shirley/s/kj</u>	Date: <u>6/28/13</u>
Budget Analyst:	<u>Althea Gregory /s/</u>	Date: <u>7/2/13</u>
Department HR:	<u>Kathleen Fuller-Poe /s/</u>	Date: <u>06/26/2013</u>
Countywide HR:	<u>Karie Miller /s/</u>	Date: <u>7/2/13</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."