MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST
BUDGET MODIFICATION
(revised 03/25/11)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # R-2   DATE 1/12/12
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only	
Meeting Date:	1/12/12
Agenda Item #:	R.2
Est. Start Time:	9:40 am
Date Submitted:	12/21/11

BUDGET MODIFICATION: DCM-07

Agenda Title:	**BUDGET MODIFICATION DCM-07 Adding a new .50 FTE Human Resource Analyst Senior to the Benefits program.**

Note: For all other submissions (i.e. Notices of Intent, Ordinances, Resolutions, Orders or Proclamations) please use the APR short form.

Requested Meeting Date:	January 12, 2012	**Amount of Time Needed:**	5 minutes
Department:	County Management	**Division:**	Finance and Risk
Contact(s):	Julie Neburka		
Phone:	988-3312 **Ext.** 27351	**I/O Address:**	503/4
Presenter Name(s) & Title(s):	Abbey Hendricks, Benefits Manager, Julie Neburka, Finance Manager		

General Information

1. **What action are you requesting from the Board?**

   The Department of County Management is requesting board approval of budget modification DCM-07 adding a new .50 FTE Human Resource Analyst Senior to the Benefits program.

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.**

   This position will: provide technical expertise and consultation pertaining to managing the County's employee benefits program; provide functional lead and expertise to designated staff members to manage workflow and pending changes in benefits legislation, contracts, etc.; develop procedural manuals; maintain integrity of eligibility and enrollment systems within current administrative and legal requirements; ensure financial recovery occurs when necessary; investigate, design, make recommendations for technical improvements in enrollment and benefits process. Additionally, this new position will oversee development and production of communication tools; function as a primary program contact for research, development and implementation of employee self-service for benefit enrollment; lead/perform complex projects designed to improve process and retain compliance; develop new products for benefit administration, help execute administration of

employee/retiree benefits and wellness plans; provide consultation to County departments on eligibility, benefits, wellness and disability issues; and perform audits of enrollment/eligibility systems.

Class/Comp reviewed the submitted job duties and description and concluded that HR Analyst Senior was the best fit for the position. The change impacts program offer 72012 FRM Employee Benefits.

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

   This proposed position is currently and has been funded in the prior fiscal year as a half-time temporary position in the Benefits Program. The additional cost in the current year will be covered within existing resources for health care claims administration. Ongoing expenses will be covered within existing rates for benefits administration.

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

ATTACHMENT A

Budget Modification

If the request is a <u>Budget Modification,</u> please answer <u>all</u> 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).**

  N/A

- **What budgets are increased/decreased?**

  Benefits personnel costs increase by $54,260 and claims paid expenses decrease by $44,554.

- **What do the changes accomplish?**

  Adds a new HR Analyst Senior position to Benefits.

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

  Yes, adds a new HR Analyst Senior position to Benefits.

- **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: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.

BUDGET MODIFICATION:DCM-07

Required Signatures

Elected Official or Department/ Agency Director:

Karyne Kieta

Karyne Kieta

Date: 12/21/11

12/21/11

Karyne Kieta

Budget Analyst:

Karyne Kieta

Date: _____

Department HR:

Date: _____

Countywide HR:

Date: _____

Budget Modification ID: DCM-07

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: 2012

Line No.	Fund Center	Fund Code	Program #	Func. Area	*Internal Order*	Cost Center	*WBS Element*	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
1	72-10	3500	72012	20		705200		60000	454,125	488,637	34,512		Permanent
2	72-10	3500	72012	20		705200		60130	202,811	212,854	10,043		Salary Related
3	72-10	3500	72012	20		705200		60140	135,697	145,403	9,706		Insurance
4													
5													
6	72-10	3500	72012	20		705210		50321	(835,553)	(845,259)	(9,706)		Svc Rmb Ben Admin
7	72-10	3500	72012	20		705210		60330	4,013,477	3,968,923	(44,554)		Claims Paid
8													
9													
10													
11													
12													
13													
14													
15													
16													
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