



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(Revised: 8/18/11)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C-14 DATE 10/11/12
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 10/11/12
Agenda Item #: C.14
Est. Start Time: 9:30 am
Date Submitted: 9/30/12

BUDGET MODIFICATION # HD-13-03 authorizing three position re-classifications within various divisions of the Health Department as determined by the Class/Comp Unit of Central Human Resources.

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

Requested Meeting Date: October 11, 2012 Time Needed: N/A - Consent
Community Health Services
Human Resources
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 adjustment resulting from the reclassification of three positions. This change will not impact the Health Department's total FTE for FY2013.

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 Manager 1 to a 1.00 FTE Research Scientist, position 709861, in the Community Health Services Division of the Health Department. Class Comp approved the reclassification effective 07/16/2012 (reclassification #1948). A Research Scientist applies epidemiologic principles and analytic tools to support the planning, implementation, and evaluation of public health services. This position is a technical lead in epidemiology and a technical administrator and advisor. This change impacts program offer 40010 – Communicable Disease Prevention & Control.

Reclassify a 1.00 FTE Health Assistant 2 to a 1.00 FTE Licensed Community Practical Nurse, position 705252, in the Community Health Services Division of the Health Department. Class Comp approved the reclassification effective 07/01/2012 (reclassification #1952). A Licensed Community Practical Nurse collects medical data from observations, conducts focused assessments and interviews, administers a variety of medical tests, provides follow-up for physicians' orders, counsels, educates, and monitors clients' medications and provides observed therapy. This change impacts program offer 40010 – Communicable Disease Prevention & Control.

Reclassify a 1.00 FTE Human Resources Technician to a 1.00 FTE Human Resources Analyst 2, position 700691, in the Human Resources Division of the Health Department. Class Comp approved the reclassification effective 07/10/2012 (reclassification #1955). A Human Resources Analyst 2 provides full journey level professional recruitment and employment consultation to department hiring managers for both exempt/professional and represented classifications. This position analyzes staffing requests, recommends appropriate classifications, presents options and suggestions for diversity outreach based on classification research and best practices, communicates and resolves issues with applicants and employees regarding recruitment issues and decisions, and conducts investigations on complaints. This change impacts program offer 40039 – Business and Quality - Human Resources and Training

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

There is no financial impact for FY13.

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 \$11,262
- Salary related expense budget will increase by \$3,306
- Insurance benefits budget will increase by \$958
- Temporary will decrease by \$4,032
- Non Base Fringe will decrease by \$516
- Non Base Insurance will decrease by \$225
- Premium will decrease by \$1,370
- Professional Service will decrease by \$1,000
- Repair & Maintenance will decrease by \$1,983
- Supplies will decrease by \$2,500

- Travel & Training will decrease by \$3,000
- Dues & Subscriptions will decrease by \$900

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?**

Change of classification for positions 709861, 705252, and 700691 to better fit the duties of these positions 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 Manager 1 to a 1.00 FTE Research Scientist, position 709861, in the Community Health Services Division of the Health Department. Class/Comp request #1948.
- Reclassify a 1.00 FTE Health Assistant 2 to a 1.00 FTE Licensed Community Practical Nurse, position 705252, in the Community Health Services Division of the Health Department. Class/Comp request #1952.
- Reclassify a 1.00 FTE Human Resources Technician to a 1.00 FTE Human Resources Analyst 2, position 700691, in the Human Resources Division of the Health Department. Class/Comp request #1955.

• **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.

Required Signature

**Elected Official
or Dept Director:**

For KaRin Johnson

09/24/2012

Date:

Lillian Shirley

Budget Analyst:

Althea Gregory /s/

Date: 09/26/2012

Department HR:

Kathleen Fuller Lee

Date: 09/11/2012

Countywide HR:

Agatha Ward

Date: 9/26/12

EXPENDITURES & REVENUES

Budget/Fiscal Year: 2013

[illegible]

ANNUALIZED PERSONNEL CHANGE

Change on a full year basis even though this action affects only a part of the fiscal year (FY).

[illegible]

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.

[illegible]

FM Side				PS/CO Side		Cost Element/Commitment	
FM Fund Center	FM Fund Code	Functional Area	Internal Order	Cost Center	WBS Element	Item	Notes
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		709000		50310	Budgets receipt of Data Processing reimbursement
78-70	3503	0020		709000		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