



**Multnomah County**  
**Agenda Placement Request**  
**Budget Modification**  
(FY 2018)

**Board Clerk Use Only**

**Meeting Date:** \_\_\_\_\_

**Agenda Item #:** \_\_\_\_\_

**Est. Start Time:** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_

**Agenda Title: BUDGET MODIFICATION # HD-36-18: Authorizing two position reclassifications within the Health Department**

**Requested Meeting Date:** 5/10/18

**Time Needed:** N/A Consent

**Department:** 40 - Health Department

**Division:** Public Health, Business Operations

**Contact(s):** Angel Landrón-González- Budget & Finance Manager

**Phone:** (503) 988-7438

**Ext.** 87438

**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 FY 2018.

**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 Finance Specialist Senior to a 1.00 FTE Business Process Consultant, position 713657, in the Business Operations Division of the Health Department. Class Comp approved the reclassification effective 10/3/17 (reclassification #4037). The position will be responsible for serving as the department-wide medical billing subject matter expert in current operational and clinical EPIC Resolute workflows and functionality; coordinating with Clinical Systems Information (CSI) staff to maintain and improve medical billing functions and workflows; developing and designing customized workflows and training materials for staff around new functionality; communicating changes in medical billing rules and regulations; consulting and assisting in any audit processes related to medical billing practices; serving as project lead for medical billing projects that do not require formal IT project management; building use cases, Visio diagrams, written requirements, screen shots, and business cases to facilitate clarity on project outcomes; participating in strategic planning, including developing, defining, and conceptualizing new structures and workflows among various agencies; performing Quality Assurance testing,

developing user acceptance test plans, and executing implementations of new clinical application functionality; performing monthly analysis of medical billing operations through the creation and generation of reports; auditing and suggesting changes to write off policies and collection expectations; monitoring staff workloads and advising management of issues; and troubleshooting billing problems associated with customized programming or EPIC functionality and coordinating with CSI Department to resolve issues.

This change impacts program offer 40041 – Medical Accounts Receivable.

Reclassify a 0.80 FTE Program Specialist to a 0.80 FTE Program Specialist Senior, position 714963, in the Public Health Division of the Health Department. Class Comp approved the reclassification effective 10/11/17 (reclassification #4042). The position will be responsible for managing multiple, highly complex interdivisional and interagency programs and projects that support CDS, local and regional emergency preparedness operations, and Public Health Division partnership development; overseeing key stakeholders groups, facilitating planning and project work groups, managing projects, and assigning tasks and work group activities to develop plans and protocols for communicable disease work and general emergency preparedness and response; serving as the subject matter expert and manager of the Multnomah County Strategic National Stockpile, Multnomah County Medical Reserve Corps, and Push Partner Registry; leading the development, implementation, and evaluation of the Public Health Partnership Database; creating, developing, improving, and reporting on elements of public health and communicable disease response and emergency response plans, policies and protocols, tools, and technology systems; formulating recommendations to advise Division Directors with policy and program goals; analyzing and planning program activities, training, and exercises to determine compliance with grant deliverables and reporting; providing strategic direction, recommendations, and training to management and staff on issues raised by partners in the delivery of public health services and response to public health events; facilitating the design, execution, and evaluation of emergency preparedness and response exercises; and compiling and analyzing exercise data, and writing After Action Reports and Improvement Plans.

This change impacts program offer 40010 – Communicable Disease Prevention and Control.

### **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 713657 to a Business Process Consultant increased budgeted personnel cost by \$4,179, because the Business Process Consultant is at a higher paygrade than the Finance Specialist Senior. The increase in cost is offset by a decrease in Supplies, for no net fiscal impact this fiscal year.

The reclassification of position 714963 to a Program Specialist Senior is budget neutral, because the current budgeted pay for the position falls within the pay-scale of the new classification.

In subsequent fiscal years, the reclassified position will be subject to approved cost of living adjustments (COLA), step and merit pay increases in accordance with collective bargaining agreements and county personnel rules. Costs will be funded within the department's budget.

### **4. Explain any legal and/or policy issues involved.**

N/A

### **5. Explain any citizen or other government participation.**

N/A

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## Budget Modification

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**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).**

No change in revenues.

**7. What budgets are increased/decreased?**

The Health Department's budget will have the following changes:

- Permanent personnel budget will increase by \$3,006
- Salary related expense budget will increase by \$960
- Insurance benefits budget will increase by \$213
- Supplies budget will decrease by \$4,179

These changes will have no financial impact on the budget and do not change the Health Department's total FTE.

**8. What do the changes accomplish?**

Changes of classification for positions 713657 and 714963 better fit the duties of these positions as determined by the Class/Comp Unit of Central Human Resources.

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

Reclassify a 1.00 FTE Finance Specialist Senior to a 1.00 FTE Business Process Consultant, position 713657, in the Business Operations Division of the Health Department. Class Comp approved #4037.

Reclassify a 0.80 FTE Program Specialist to a 0.80 FTE Program Specialist Senior, position 714963, in the Public Health Division of the Health Department. Class Comp approved #4042.

**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

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**Required Signature**

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**Elected Official or  
Dept. Director:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Budget Analyst:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Department HR:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Countywide HR:** \_\_\_\_\_

**Date:** \_\_\_\_\_