



# Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

### Board Clerk Use Only

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

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

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

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

**Agenda Title: BUDGET MODIFICATION # HD-35-15: Authorizing eight position re-classifications within the Health Department**

**Requested Meeting Date:** \_\_\_\_\_ **Time Needed:** N/A - Consent

**Department:** 40 - Health Department **Division:** Integrated Clinic 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 adjustments resulting from the reclassification of eight positions. This change will not impact the Health Department's total FTE for FY 2015.

#### 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 0.75 FTE Clinical Services Specialist to a 0.75 FTE Clinical Psychologist, position 716847, in the Integrated Clinical Services Division of the Health Department. Class Comp approved the reclassification effective 3/5/2015 (reclassification #2823). This request stems from a demand for services that can no longer be fully provided at the Clinical Services Specialist level. This position will function as a clinical member of a primary care home team to improve population health outcomes and ensure patients of all ages have access to behavioral health services and expertise as part of their primary care service. This position will be responsible for providing biopsychosocial assessments and evidenced-based psychotherapy interventions directly to patients; participating in group medical appointments as requested by primary care team members; providing for unscheduled consultative appointments when referred by another primary care team provider; providing expert behavioral health treatment options; supporting the

development of the integrated behavioral health service and providing support to other behavioral health providers; formulating diagnostic and treatment recommendations and presenting findings to treatment teams; and teaching primary care staff members about behavioral health care topics. This change impacts program offer 40023 – East County Health Clinic

Reclassify a 0.67 FTE Clinical Services Specialist to a 0.67 FTE Clinical Psychologist, position 716848, in the Integrated Clinical Services Division of the Health Department. Class Comp approved the reclassification effective 3/5/2015 (reclassification #2823). This request stems from a demand for services that can no longer be fully provided at the Clinical Services Specialist level. This position will function as a clinical member of a primary care home team to improve population health outcomes and ensure patients of all ages have access to behavioral health services and expertise as part of their primary care service. This position will be responsible for providing biopsychosocial assessments and evidenced-based psychotherapy interventions directly to patients; participating in group medical appointments as requested by primary care team members; providing for unscheduled consultative appointments when referred by another primary care team provider; providing expert behavioral health treatment options; supporting the development of the integrated behavioral health service and providing support to other behavioral health providers; formulating diagnostic and treatment recommendations and presenting findings to treatment teams; and teaching primary care staff members about behavioral health care topics. This change impacts program offer 40022 – Mid County Health Clinic

Reclassify a 0.80 FTE Program Specialist to a 0.80 FTE Program Specialist Senior, position 715154, in the Integrated Clinical Services Division of the Health Department. Class Comp approved the reclassification effective 9/6/2014 (reclassification #2824). This position provides leadership and strategic analysis related to multiple initiatives aimed at achieving the goal of equitable access to care. This position is responsible for providing, coordinating and driving multiple initiatives and projects aimed at improving policy, procedure, or practice for the dental program, health centers, health department, or at the community level; assisting the dental director with program functions such as program development, evaluation and staff training; developing, piloting, and implementing policies, strategies and methods aimed at improving efficiency of dental operations and the client experience; working with ICS leadership to revise policies; and analyzing the effect of policy decisions upon service delivery and operations. This change impacts program offer 40017A – Dental Services

Reclassify a 0.75 FTE Clinic Medical Assistant to a 0.75 FTE Licensed Community Practical Nurse, position 716853, in the Integrated Clinical Services Division of the Health Department. Class Comp approved the reclassification effective 3/9/2015 (reclassification #2826). The primary purpose of this position is to provide focused community and clinic health services directed towards the prevention of disease, the promotion of health, the reduction of disability, and the improvement of client self-care. This position will perform limited assessment; perform screening and nursing diagnosis; contribute to care planning, provide client counseling, intervention, health education, referral and follow up; communicate lab results and messages, provide after visit instructions, give immunizations and medications, prepare patients for exams and procedures, completing documentation and charting, and providing telephone advice by protocol. This change impacts program offer 40023 – East County Health Clinic

Reclassify a 0.75 FTE Clinic Medical Assistant to a 0.75 FTE Licensed Community Practical Nurse, position 716854, in the Integrated Clinical Services Division of the Health Department. Class Comp approved the reclassification effective 3/9/2015 (reclassification #2826). The primary purpose of this position is to provide focused community and clinic health services directed towards the prevention of disease, the promotion of health, the reduction of disability, and the improvement of client self-care. This position will perform limited assessment; perform screening and nursing diagnosis; contribute to care planning, provide client counseling, intervention, health education, referral and follow up; communicate lab results and messages, provide after visit instructions, give immunizations and medications, prepare patients for exams and procedures,

completing documentation and charting, and providing telephone advice by protocol. This change impacts program offer 40023 – East County Health Clinic and 40034 – Quality Assurance.

Reclassify a 0.67 FTE Clinic Medical Assistant to a 0.67 FTE Licensed Community Practical Nurse, position 716857, in the Integrated Clinical Services Division of the Health Department. Class Comp approved the reclassification effective 3/9/2015 (reclassification #2826). The primary purpose of this position is to provide focused community and clinic health services directed towards the prevention of disease, the promotion of health, the reduction of disability, and the improvement of client self-care. This position will perform limited assessment; perform screening and nursing diagnosis; contribute to care planning, provide client counseling, intervention, health education, referral and follow up; communicate lab results and messages, provide after visit instructions, give immunizations and medications, prepare patients for exams and procedures, completing documentation and charting, and providing telephone advice by protocol. This change impacts program offer 40022 – Mid County Health Clinic and 40034 – Quality Assurance.

Reclassify a 0.67 FTE Clinic Medical Assistant to a 0.67 FTE Licensed Community Practical Nurse, position 716858, in the Integrated Clinical Services Division of the Health Department. Class Comp approved the reclassification effective 3/9/2015 (reclassification #2826). The primary purpose of this position is to provide focused community and clinic health services directed towards the prevention of disease, the promotion of health, the reduction of disability, and the improvement of client self-care. This position will perform limited assessment; perform screening and nursing diagnosis; contribute to care planning, provide client counseling, intervention, health education, referral and follow up; communicate lab results and messages, provide after visit instructions, give immunizations and medications, prepare patients for exams and procedures, completing documentation and charting, and providing telephone advice by protocol. This change impacts program offer 40022 – Mid County Health Clinic and 40034 – Quality Assurance.

Reclassify a 0.67 FTE Clinic Medical Assistant to a 0.67 FTE Licensed Community Practical Nurse, position 716859, in the Integrated Clinical Services Division of the Health Department. Class Comp approved the reclassification effective 3/9/2015 (reclassification #2826). The primary purpose of this position is to provide focused community and clinic health services directed towards the prevention of disease, the promotion of health, the reduction of disability, and the improvement of client self-care. This position will perform limited assessment; perform screening and nursing diagnosis; contribute to care planning, provide client counseling, intervention, health education, referral and follow up; communicate lab results and messages, provide after visit instructions, give immunizations and medications, prepare patients for exams and procedures, completing documentation and charting, and providing telephone advice by protocol. This change impacts program offer 40022 – Mid County Health Clinic and 40034 – Quality Assurance.

### **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 716847 to a Clinical Psychologist increased budgeted personnel cost by \$6,222, because the step at which the Clinical Psychologist is budgeted is higher than the step at which the Clinical Services Specialist is budgeted. The increase in cost is offset by a decrease in Printing for no net fiscal impact this fiscal year.

The reclassification of position 716848 to a Clinical Psychologist increased budgeted personnel cost by \$6,222, because the step at which the Clinical Psychologist is budgeted is higher than the step at which the Clinical Services Specialist is budgeted. The increase in cost is offset by a decrease in Drugs and Travel & Training for no net fiscal impact this fiscal year.

The reclassification of position 715154 to a Program Specialist Senior increased budgeted personnel cost by \$2,601, because the step at which the Program Specialist Senior is budgeted is higher than the step at which the Program Specialist is budgeted. The increase in cost is offset by a decrease in Temporary, Non Base Fringe, and Non Base Insurance for no net fiscal impact this fiscal year.

The reclassification of position 716853 to a Licensed Community Practical Nurse increased budgeted personnel cost by \$3,575, because the step at which the Licensed Community Practical Nurse is budgeted is higher than the step at which the Clinic Medical Assistant is budgeted. The increase in cost is offset by a decrease in Temporary, Non Base Fringe, and Non Base Insurance for no net fiscal impact this fiscal year.

The reclassification of position 716854 to a Licensed Community Practical Nurse increased budgeted personnel cost by \$3,575, because the step at which the Licensed Community Practical Nurse is budgeted is higher than the step at which the Clinic Medical Assistant is budgeted. The increase in cost is offset by a decrease in Drugs, Temporary, Non Base Fringe, and Non Base Insurance for no net fiscal impact this fiscal year.

The reclassification of position 716857 to a Licensed Community Practical Nurse increased budgeted personnel cost by \$3,575, because the step at which the Licensed Community Practical Nurse is budgeted is higher than the step at which the Clinic Medical Assistant is budgeted. The increase in cost is offset by a decrease in Travel & Training, Temporary, Non Base Fringe, and Non Base Insurance for no net fiscal impact this fiscal year.

The reclassification of position 716858 to a Licensed Community Practical Nurse increased budgeted personnel cost by \$3,575, because the step at which the Licensed Community Practical Nurse is budgeted is higher than the step at which the Clinic Medical Assistant is budgeted. The increase in cost is offset by a decrease in Supplies, Temporary, Non Base Fringe, and Non Base Insurance for no net fiscal impact this fiscal year.

The reclassification of position 716859 to a Licensed Community Practical Nurse increased budgeted personnel cost by \$3,575, because the step at which the Licensed Community Practical Nurse is budgeted is higher than the step at which the Clinic Medical Assistant is budgeted. The increase in cost is offset by a decrease in Drugs, Temporary, Non Base Fringe, and Non Base Insurance 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 or other government participation.**

N/A

## 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 \$23,786
- Salary related expense budget will increase by \$7,412
- Insurance benefits budget will increase by \$1,724
- Temporary personnel budget will decrease by \$11,308
- Non Base Fringe budget will decrease by \$3,524
- Non Base Insurance budget will decrease by \$654
- Printing budget will decrease by \$6,222
- Supplies budget will decrease by \$165
- Travel & Training budget will decrease by \$9,199
- Drugs budget will decrease by \$1,850

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 715154, 716847, 716848, 716853, 716854, 716857, 716858, and 716859 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 0.75 FTE Clinical Services Specialist to a 0.75 FTE Clinical Psychologist, position 716847, in the Integrated Clinical Services Division of the Health Department. Class Comp approved #2823.
- Reclassify a 0.67 FTE Clinical Services Specialist to a 0.67 FTE Clinical Psychologist, position 716848, in the Integrated Clinical Services Division of the Health Department. Class Comp approved #2823.
- Reclassify a 0.80 FTE Program Specialist to a 0.80 FTE Program Specialist Senior, position 715154, in the Integrated Clinical Services Division of the Health Department. Class Comp approved #2824.
- Reclassify a 0.75 FTE Clinic Medical Assistant to a 0.75 FTE Licensed Community Practical Nurse, position 716853, in the Integrated Clinical Services Division of the Health Department. Class Comp approved #2826.
- Reclassify a 0.75 FTE Clinic Medical Assistant to a 0.75 FTE Licensed Community Practical Nurse, position 716854, in the Integrated Clinical Services Division of the Health Department. Class Comp approved #2826.
- Reclassify a 0.67 FTE Clinic Medical Assistant to a 0.67 FTE Licensed Community Practical Nurse, position 716857, in the Integrated Clinical Services Division of the Health Department. Class Comp approved #2826.
- Reclassify a 0.67 FTE Clinic Medical Assistant to a 0.67 FTE Licensed Community Practical Nurse, position 716858, in the Integrated Clinical Services Division of the Health Department. Class Comp approved #2826.
- Reclassify a 0.67 FTE Clinic Medical Assistant to a 0.67 FTE Licensed Community Practical Nurse, position 716859, in the Integrated Clinical Services Division of the Health Department.

Class Comp approved #2826.

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