



Multnomah County
Agenda Placement Request
Budget Modification
(FY 2018)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C.3 DATE 12/20/18
TAJA NELSON, ASST. BOARD CLERK

Board Clerk Use Only

Meeting Date: 12/20/18
Agenda Item #: C.3
Est. Start Time: 9:30 a.m.
Date Submitted: 12/10/18

Agenda Title: **BUDGET MODIFICATION # HD-09-19: Authorizing twelve position reclassifications within the Health Department**

Requested Meeting Date: 12/20/18 **Time Needed:** N/A Consent

Department: 40 - Health Department **Division:** Public Health, Mental Health & Addiction Services, 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 twelve positions. This change will not impact the Health Department's total FTE for FY 2019.

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 Health Educator to a 1.00 FTE Program Specialist, position 719329, in the Public Health Division of the Health Department. Class Comp approved the reclassification effective 4/25/18 (reclassification #4215). This position is responsible for developing the program work plan; attending community and business meetings to gather community information and needs in order to direct program development; developing and executing processes and evaluations; working with management to track the intergovernmental agreement budget and expenses; forming relationships with key partners; serving as liaison between the county, stakeholders, and community partners to ensure community needs and expectations are included in the planning and improvement process; hosting open listening sessions in coordination with EPA and Portland Harbor Community Advisory Group; participating in the development and implementation of a program for community-based organizations to fund the development of health education materials and policies; identifying impacted community members/groups and

communicating with them about health risks and policies; tailoring messages and policies to specific audiences; evaluating the effectiveness of communication materials to improve health outcomes; developing and maintaining web and social media communication; and working with the communications office to develop a media plan.

This change impacts program offer 40037 – Environmental Health Community Programs.

Reclassify a 0.90 FTE Program Specialist Senior to a 0.90 FTE Research Evaluation Analyst Senior, position 710702, in the Public Health Division of the Health Department. Class Comp approved the reclassification effective 4/25/18 (reclassification #4216). This position will be responsible for assessing the health benefits and burdens of policies and program decisions; developing analytic plans to ensure that methods, participants, outcomes, and communication plans meet department guidelines and are relevant; collecting, organizing, and analyzing local data; collaborating with epidemiology, community members, agency partners, and scientists in the design of surveys and investigation procedures; performing statistical analysis; providing technical assistance to decision makers, department leadership, partner organizations, and community groups on environmental health threats and hazards, and strategies to reduce or mitigate related health impacts; developing and implementing program or project evaluation plans; applying for funding, developing collaborative work plans, and identifying training opportunities; using geographic information system software and tools in the research and writing of responses to requests and/or for preparing presentations; researching and conducting evaluation of enforcement efforts and patterns of compliance for tobacco and food inspections, climate-related health impacts, air pollution, and transportation safety; performing advanced statistical modeling of changes in the burden of diseases related to policy decisions within various arenas; providing peer review for colleagues; providing direction to staff and leadership on current and work-related methods that support the strategic plan and goals of the program.

This change impacts program offers 40009 – Vital Records and 40037 – Environmental Health Community Programs.

Reclassify a 1.00 FTE Program Specialist Senior to a 1.00 FTE Project Manager Represented, position 718076, in the Public Health Division of the Health Department. Class Comp approved the reclassification effective 4/30/18 (reclassification #4219). This position will be responsible for identifying, scoping, and launching special projects that respond to emerging public health issues; determining project scopes and levels of involvement, milestones, staffing, training, and resources needed; maintaining master calendar of work cycles and timelines in order to schedule projects, informing the activities of the division's governance and organizational structure, and implementing the strategic plan; developing project plans, timelines, charters, charts, communication plans, and other project management materials; setting project goals and monitoring progress and quality; establishing and leading effective project teams; maintaining technical project and compliance documentation; contributing to and making key recommendations for short- and long-term organizational planning and strategy development; organizing, facilitating, and participating in stakeholder group meetings to identify needs and build consensus and collaboration; clarifying deliverables and defining timelines; preparing project budgets; developing sustainability plans in partnership with leadership, management, supervisors, and staff; evaluating program operations; and recommending and implementing policies and procedures, including developing and redesigning work processes.

This change impacts program offer 40001 – Public Health Administration and Quality Management.

Reclassify a 1.00 FTE Administrative Analyst to a 1.00 FTE Project Manager Represented, position 717103, in the Public Health Division of the Health Department. Class Comp approved the reclassification effective 4/30/18 (reclassification #4220). This position will be responsible for identifying, scoping, and launching special projects that respond to emerging public health issues; determining project scopes and levels of involvement, milestones, staffing, training, and resources needed; maintaining master calendar of work cycles and timelines in order to schedule projects, informing the activities of the division's governance and organizational structure, and implementing

the strategic plan; developing project plans, timelines, charters, charts, communication plans, and other project management materials; setting project goals and monitoring progress and quality; establishing and leading effective project teams; maintaining technical project and compliance documentation; contributing to and making key recommendations for short- and long-term organizational planning and strategy development; organizing, facilitating, and participating in stakeholder group meetings to identify needs and build consensus and collaboration; clarifying deliverables and defining timelines; preparing project budgets; developing sustainability plans in partnership with leadership, management, supervisors, and staff; evaluating program operations; and recommending and implementing policies and procedures, including developing and redesigning work processes.

This change impacts program offer 40001 – Public Health Administration and Quality Management.

Reclassify a 1.00 FTE Mental Health Consultant to a 1.00 FTE Program Specialist Senior, position 716826, in the Mental Health and Addiction Services Division of the Health Department. Class Comp approved the reclassification effective 4/30/18 (reclassification #4221). This position will be responsible for serving as the designated spokesperson and subject matter expert for ACT and Intensive Case Management (ICM) services; maintaining knowledge of contract expectations and key performance indicators for providers contracted by the county who are delivering high-intensity behavioral health services to clients in the community; facilitating system coordination and planning meetings with all contracted ACT and ICM providers; monitoring contractor adherence to tracking enrollment levels for clients whose treatment is paid for by multiple funding streams; providing technical direction and review regarding financial commitments by these programs; managing systems that identify high-utilize claims data, over utilization of emergency department and hospital services, under/limited use of outpatient mental health services, appointment cancellations and no-shows, medication non-adherence and direct referrals; providing leadership to county managers and non-county leaders regarding complex goals and barriers to the successful discharge of vulnerable members into the community from the state hospital; providing outreach and information to community partners about system coordination; identifying risks and developing a complex set of programming for members that need ACT/ICM/transitional and complex care; providing leadership, management, and oversight over ACT and ICM contracts, and participating in the RFQ process; and developing and submitting proposals for pilot projects, system innovations and improvements.

This change impacts program offer 40094 – Medicaid Insurance Plan Administration and Operations.

Reclassify a 0.89 FTE Operations Process Specialist to a 0.89 FTE Business Process Consultant, position 705759, in the Public Division of the Health Department. Class Comp approved the reclassification effective 4/30/18 (reclassification #4222). This position will be responsible for partnering with IT and technology contractors as the product owner for implementation and ongoing support and maintenance of Environmental Health's technology solutions; providing subject matter expertise regarding best practices and use of the business technology to ensure system configuration, reporting, and workflows meet the business requirements of the programs; implementing and providing ongoing support for system configurations, user account management, changes to workflows/reports, etc.; serving as a point of contact for systems troubleshooting and support of program users; tracking and reporting vendor activity to EHS and IT leadership; performing periodic audits of system usage; making recommendations for process/system improvements; monitoring software upgrade release notes; participating in design, build, and validate processes with vendors and staff; identifying and prioritizing data reports; writing and modifying program specific reports; investigating and resolving data errors and inconsistencies; compiling, organizing, and communicating complex information and data from multiple systems into a variety of summary and detailed reports/presentations; participating in business acceptance testing with IT, technology contractors, and end-users; providing technical leadership, communication, and training to staff regarding systems; and developing or revising training, operational toolkits, and curriculum for new functionality, upgrades, enhancement, and

applications.

This change impacts program offers 40007 – Health Inspections and Education and 40006 – Tobacco Prevention and Control.

Reclassify a 1.00 FTE Operations Supervisor to a 1.00 FTE Program Supervisor, position 702561, in the Public Health Division of the Health Department. Class Comp approved the reclassification effective 11/1/18 (reclassification #4224). This position will be responsible for providing supervisory and leadership support; planning, prioritizing, assigning, directing, and evaluating the work of staff; monitoring performance and productivity, recruiting and hiring staff, orienting/training staff, and mentoring; evaluating performance of staff, developing work plans, resolving disputes, assigning work, and initiating personnel actions; developing, planning, and implementing unit goals and objectives; developing operational priorities based on research, trends, performance, and program needs; ensuring program licensure, testing, certifications, and compliance with statutory and regulatory obligations; investigating complaints and recommending or instituting corrective action; conducting and/or overseeing discrimination and harassment investigations; coordinating with the County Public Information Officer and County Attorney when appropriate to respond to public inquiries; collaborating with other government, state, and community agencies to enhance services, develop policies, and market programs; providing information to the media, legislative bodies, and community agencies; serving on community work groups and advisory boards; participating on initiatives designed to influence health policies; presenting at local, regional, and national conferences; co-managing the Inspections budget and expenditures; reviewing and approving budget reports and making adjustments to staffing and costs; and tracking and approving expenditures.

This change impacts program offer 40007 – Health Inspections and Education.

Reclassify a 1.00 FTE Case Manager 2 to a 1.00 FTE Case Manager Senior, position 713378, in the Mental Health and Addiction Services Division of the Health Department. Class Comp approved the reclassification effective 5/1/18 (reclassification #4233). This position will be responsible for interviewing and assessing defendants to determine level of mental health, substance use, criminal risk factors, social services, and sustainability for community or residential treatment; providing long term complex case management and coordinating with forensic, civil, and social service systems; providing referrals for mental health, chemical dependency, developmental disability and social services needs; maintaining contact with client's mental health or addictions treatment providers for compliance and progress; providing interim crisis support; making weighted clinical decisions and recommendations for participants terminations, sanctions, treatment, housing, payee necessity, curfew, graduations, court dates, and phase levels in Mental Health Court; testifying at hearings; obtaining appropriate interventions, sanctions, and recommendations for participants who are frequent utilizers of the criminal justice system and psychiatric services systems; riding along with corrections and Sheriff's staff to complete home visits and interventions; handling threats and defiance and asking for law enforcement or Judicial official for support when community safety issues arise; providing support to clients transitioning from correction services to community services; serving as a resource and consultant for the criminal justice system, psychiatric systems, and other behavioral health programs internally and externally; developing and implementing court reports; developing Evolv crisis alerts when individuals become a risk to themselves or others.

This change impacts program offer 40088 – Coordinated Diversion for Persons with Mental Illness.

Reclassify a 1.00 FTE Case Manager 2 to a 1.00 FTE Case Manager Senior, position 713379, in the Mental Health and Addiction Services Division of the Health Department. Class Comp approved the reclassification effective 5/1/18 (reclassification #4235). This position will be responsible for interviewing and assessing defendants to determine level of mental health, substance use, criminal risk factors, social services, and sustainability for community or residential treatment; providing long term complex case management and coordinating with forensic, civil, and social service systems; providing referrals for mental health, chemical dependency, developmental disability and social services needs; maintaining contact with client's mental health or addictions

treatment providers for compliance and progress; providing interim crisis support; making weighted clinical decisions and recommendations for participants terminations, sanctions, treatment, housing, payee necessity, curfew, graduations, court dates, and phase levels in Mental Health Court; testifying at hearings; obtaining appropriate interventions, sanctions, and recommendations for participants who are frequent utilizers of the criminal justice system and psychiatric services systems; riding along with corrections and Sheriff's staff to complete home visits and interventions; handling threats and defiance and asking for law enforcement or Judicial official for support when community safety issues arise; providing support to clients transitioning from correction services to community services; serving as a resource and consultant for the criminal justice system, psychiatric systems, and other behavioral health programs internally and externally; developing and implementing court reports; developing Evolv crisis alerts when individuals become a risk to themselves or others.

This change impacts program offer 40088 – Coordinated Diversion for Persons with Mental Illness.

Reclassify a 1.00 FTE Manager 1 to a 1.00 FTE Manager 2, position 717497, in the Mental Health and Addiction Services Division of the Health Department. Class Comp approved the reclassification effective 5/1/18 (reclassification #4237). This position will be responsible for managing and providing oversight to the Mental Health Crisis System, including the Call Center, Behavioral Health Prevention Program, Disaster Behavioral Health Program, and contracted crisis services; managing program and system development and continuous quality-improvement initiatives; directing, reviewing, and preparing presentations of the program area budget; participating with leadership on the strategic plan, services to be provided by the various programs, and services requested based on community feedback; providing clinical and administrative supervision and management of staff; ensuring adherence of staff to the established clinical model for the crisis system and mental health prevention activities; working with state and federal regulators on system requirements and tracking of actions/cases; coordinating with contracted provider agencies, law enforcement, first responders, local governing bodies, state and county stakeholders, public and private educational stakeholders, and others to ensure communication, resource allocation, and overall efficiencies in the crisis system; providing contract oversight; tracking of complaints and concerns; developing a Disaster Behavioral Health Program; participating in meetings, plan development, projects, and exercises with the County Office of Emergency Management; developing MOUs and other methods to utilize outside providers for disaster behavioral health needs; providing and managing public relations communications for promotional purposes; and educating providers and consumers about the Call Center and Crisis System functions.

This change impacts program offer 40069 – Behavioral Health Crisis Services.

Reclassify a 1.00 FTE Finance Specialist 2 to a 1.00 FTE Finance Specialist Senior, position 702099, in the Business Operations Division of the Health Department. Class Comp approved the reclassification effective 5/1/18 (reclassification #4238). This position will be responsible for performing complex professional accounting including reconciliations and prepared related worksheets, proofs, and schedules; performing Accounts Receivable activities including cash clearing, allocating Alternative Payment Method, and Federally Qualified Health Center Wraparound payments; coordinating and reviewing work of other Accounts Receivable staff; preparing and analyzing performance data; advising and recommending changes to improve the team's performance; acting as lead in the absence of the supervisor; leading year-end closing processes; establishing departmental deadlines; reviewing and approving requests for accrual of outstanding expenses and monitoring accruals; interpreting and applying laws, rules, regulations, policies, and procedures; investigating, researching, and auditing program activities and agencies to ensure compliance; assisting with and conducting internal audits and providing one-on-one training of department staff; creating and maintaining a tracking system to monitor petty cash for all divisions; making recommendations to management and central finance regarding unusual or questionable financial accounting and reporting; and posting all monthly "Fee for Service" revenue accruals.

This change impacts program offer 40040 – Budget and Finance.

Reclassify a 1.00 FTE Contract Specialist to a 1.00 FTE Contract Specialist Senior, position 703837, in the Business Operations Division of the Health Department. Class Comp approved the reclassification effective 4/30/18 (reclassification #4227). This position will be responsible for developing complex contracts and intergovernmental agreements (IGAs) that meet the requirements of funding sources; managing and staffing workgroups of stakeholders to design, implement, and monitor a complex network of program and service contracts; ensuring compliance with laws, rules, regulations, and procedures; serving as a subject matter expert and member of the MMP Governance Group to represent the Health department and provide leadership and feedback in developing MMP policies; developing service contracts and documents for non-financial agreements, revenue contracts, and intergovernmental agreements; recommending and participating in initiatives around continual process improvement to reduce duplication of effort and standardize formats; providing technical assistance and consultation to service providers, agencies, and staff in other county departments; providing functional lead duties pertaining to MMP and ERP technologies for other Health Department and county contract staff; participating in the recruitment processes, serving as main point of contact for MMP training of non-contract Health Department staff, volunteers, and interns; and representing the department on a variety of committees, work groups, task forces, and focus groups. This change impacts program offer 40042 – Contracts & Procurement.

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 719329 to a Program Specialist increased budgeted personnel cost by \$10,858, because the Program Specialist is a higher paygrade than the Health Educator. The increase in cost is offset by a decrease in Professional Services, for no net fiscal impact this fiscal year.

The reclassification of position 710702 to a Research Evaluation Analyst Senior is budget neutral, because the current budgeted pay for the position falls within the pay scale of the new classification.

The reclassification of position 718076 to a Project Manager Represented increased budgeted personnel cost by \$25,029, because the Project Manager Represented is a higher paygrade than the Program Specialist Senior. 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 717103 to a Project Manager Represented increased budgeted personnel cost by \$14,189, because the Project Manager Represented is a higher paygrade than the Administrative Analyst. 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 716826 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.

The reclassification of position 705759 to a Business Process Consultant increased budgeted personnel cost by \$11,884, because the Business Process Consultant is a higher paygrade than the Operations Process Specialist. The increase in cost is offset by a decrease in Software, Temporary, Non Base Fringe, and Non Base Insurance, for no net fiscal impact this fiscal year.

The reclassification of position 702561 to a Program Supervisor increased budgeted personnel cost by \$3,018, because the Program Supervisor is a higher paygrade than the Operations

Supervisor. 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 713378 to a Case Manager Senior increased budgeted personnel cost by \$10,929, because the Case Manager Senior is a higher paygrade than the Case Manager 2. 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 713379 to a Case Manager Senior decreased budgeted personnel cost by \$10,925, because the previous employee was in a higher step than the current employee. The decrease in cost is offset by an increase in Temporary, Non Base Fringe, and Non Base Insurance, for no net fiscal impact this fiscal year.

The reclassification of position 717497 to a Manager 2 is budget neutral, because the current budgeted pay for the position falls within the pay scale of the new classification.

The reclassification of position 702099 to a Finance Specialist Senior increased budgeted personnel cost by \$14,012, because the Finance Specialist Senior is a higher paygrade than the Finance Specialist 2. The increase in cost is offset by a decrease in Temporary, Overtime, Non Base Fringe, and Non Base Insurance, for no net fiscal impact this fiscal year

The reclassification of position 703837 to a Contract Specialist Senior increased budgeted personnel cost by \$10,813, because the Contract Specialist Senior is a higher paygrade than the Contract Specialist. 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

In subsequent fiscal years, the reclassified positions 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

Budget Modification

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 \$65,128
- Salary related expense budget will increase by \$20,218
- Insurance benefits budget will increase by \$4,461
- Temporary budget will decrease by \$53,263
- Overtime budget will decrease by \$1,000
- Non Base Fringe budget will decrease by \$10,992

- Non Base Insurance budget will decrease by \$1,550
- Professional Svcs budget will decrease by \$12,227
- Supplies budget will decrease by \$6,936
- Software & Subscriptions budget will decrease by \$5,208
- Indirect Expense budget will increase by \$1,369

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?

Change of classification for positions 719329, 710702, 718076, 717103, 716826, 705759, 702561, 713378, 713379, 717497, 702099, and 703837 better fits 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 Health Educator to a 1.00 FTE Program Specialist, position 719329, in the Public Health Division of the Health Department. Class Comp approved #4215.

Reclassify a 0.90 FTE Program Specialist Senior to a 0.90 FTE Research Evaluation Analyst Senior, position 710702, in the Public Health Division of the Health Department. Class Comp approved #4216.

Reclassify a 1.00 FTE Program Specialist Senior to a 1.00 FTE Project Manager Represented, position 718076, in the Public Health Division of the Health Department. Class Comp approved #4219.

Reclassify a 1.00 FTE Administrative Analyst to a 1.00 FTE Project Manager Represented, position 717103, in the Public Health Division of the Health Department. Class Comp approved #4220.

Reclassify a 1.00 FTE Mental Health Consultant to a 1.00 FTE Program Specialist Senior, position 716826, in the Mental Health and Addiction Services Division of the Health Department. Class Comp approved #4221.

Reclassify a 0.89 FTE Operations Process Specialist to a 0.89 FTE Business Process Consultant, position 705759, in the Public Division of the Health Department. Class Comp approved #4222.

Reclassify a 1.00 FTE Operations Supervisor to a 1.00 FTE Program Supervisor, position 702561, in the Public Health Division of the Health Department. Class Comp approved #4224.

Reclassify a 1.00 FTE Case Manager 2 to a 1.00 FTE Case Manager Senior, position 713378, in the Mental Health and Addiction Services Division of the Health Department. Class Comp approved #4233.

Reclassify a 1.00 FTE Case Manager 2 to a 1.00 FTE Case Manager Senior, position 713379, in the Mental Health and Addiction Services Division of the Health Department. Class Comp approved #4235.

Reclassify a 1.00 FTE Manager 1 to a 1.00 FTE Manager 2, position 717497, in the Mental Health and Addiction Services Division of the Health Department. Class Comp approved #4237.

Reclassify a 1.00 FTE Finance Specialist 2 to a 1.00 FTE Finance Specialist Senior, position 702099, in the Business Operations Division of the Health Department. Class Comp approved #4238.

Reclassify a 1.00 FTE Contract Specialist to a 1.00 FTE Contract Specialist Senior, position 703837, in the Business Operations Division of the Health Department. Class Comp approved #4227.

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

Required Signature

**Elected Official or
Dept. Director:** Wendy Lear/s/

Date: 11/26/2018

Budget Analyst: Trista Zugel-Bensel/s/

Date: 12/10/2018

Department HR: Holly Calhoun/s/

Date: 11/23/2018

Countywide HR: Karie Miller/s/

Date: 11/23/2018