



## Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY

BOARD OF COMMISSIONERS

AGENDA # C-5 DATE 3/17/16

MARINA BAKER, ASST BOARD CLERK

### Board Clerk Use Only

Meeting Date: 3/17/16

Agenda Item #: C.5

Est. Start Time: 9:30 am

Date Submitted: 3/4/16

**Agenda Title: BUDGET MODIFICATION # DCJ-17-16: Reclasses a 1.00 FTE Finance Specialist 1 to a Finance Specialist 2 in the Director's Office**

Requested Meeting Date: 3/24/16

Time Needed: N/A

Department: 50 - Community Justice

Division: Director's Office

Contact(s): Joyce Resare, Finance Manager

Phone: 503.988.3961

Ext. 83961

I/O Address 503 / 250

Presenter Name(s) & Title(s): Consent Calendar

### General Information

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

The Department of Community Justice (DCJ) requests approval of a budget modification to reclassify a 1.00 FTE Finance Specialist 1 (6029), which has been reviewed by the Class/Comp Unit of Central Human Resources.

Reclassification of a 1.00 FTE Finance Specialist 1 (6029) to a Finance Specialist 2 (6030) was approved for recommendation to the Board of County Commissioners by the Class/Comp Unit of Central Human Resources on March 1, 2016, with an effective date of August 24, 2015 (six months retro-active).

#### 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.

The duties and responsibilities of this position within the DCJ Business Services unit have gradually changed over the last six (6) months, and as such the position is requested for reclassification from a Finance Specialist 1 to a Finance Specialist 2. This position is currently acting as the administrator, solely in charge of and responsible for the use and maintenance of the NueMD Software billing system. Responsibilities include billing, monitoring and reconciling of medical claims and billing for other revenue streams; performing a full range of operational functions by creating, posting and reporting financial documents in NueMD and in SAP, reconciling and coordinating the accounts receivable payments; redistributing of payments, refunding

customer payments, and acquiring pre-authorizations for managed care claims. Additionally, this position develops and maintains complex spreadsheets and databases for advanced financial analysis, budgetary and revenue tracking, preparation of and monitoring of year-end accruals, including wraparound payments.

An analysis of the Finance Specialist 1, Finance Specialist 2, and Finance Specialist Senior was performed before making an allocation decision. The duties, responsibilities and qualifications support this position to be allocated to Finance Specialist 2 (6030).

In the FY 2016 Adopted Budget this position is part of program offer 50001-16, DCJ Business Services.

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

For current FY 2016 this reclassification increases DCJ's personnel budget by \$7,272. The increase is offset by decreasing the supplies budget by \$(7,272) in the same program, for a net zero impact.

In subsequent fiscal years, the reclassified position will be subject to approved cost of living adjustments (COLA) and step increases. The current top step of the new classification is 16% higher than the current classification's top step, however it is anticipated that in subsequent fiscal years the financial impact of the new classification will be funded within the department's budget.

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

This classification decision is subject to all applicable requirements stated in MC Personnel Rule 5-50 including the provision that Central HR may re-evaluate the classification decision up to one year from the date of issue to ensure duties and work are being carried out as originally described.

It is the policy of Multnomah County to make all employment decisions without regard to race, religion, color, national origin, sex, age, marital status, disability, political affiliations, sexual orientation, or any other nonmerit factor.

**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).**

N/A

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

Service reimbursement from the general fund to the risk management fund is increased by \$388 (insurance benefits).

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

Approval of a reclassification decision from the Class/Comp Unit of Central Human Resources.

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

Yes, the current incumbent will be reclassified with this position retro-active to August 24, 2015.

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** Joyce Resare /s/  
**Dept. Director:** \_\_\_\_\_

**Date:** 3/2/16 \_\_\_\_\_

**Budget Analyst:** Chris Yager /s/ \_\_\_\_\_

**Date:** 3/4/16 \_\_\_\_\_

**Department HR:** Kevin Alano /s/ \_\_\_\_\_

**Date:** 3/3/16 \_\_\_\_\_

**Countywide HR:** Olga Ward /s/ \_\_\_\_\_

**Date:** 3/3/16 \_\_\_\_\_

## Exp/Rev/FTE - Budget Modification

Budget Year: 2016

Budget Modification: DCJ-17-16

### Expenditures & Revenues

An increase in revenue is shown as a negative value and a decrease as a positive value for consistency with SAP.

Line No.	Program Offer Number	Fund Code	Fund Center	Func. Area	Cost Object	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
1	50001-16	1000	50-00	0050	509600	60000 - Permanent	1,083,655	1,089,004	5,349	
2	50001-16	1000	50-00	0050	509600	60130 - Salary Related Expns	349,091	350,626	1,535	
3	50001-16	1000	50-00	0050	509600	60140 - Insurance Benefits	333,302	333,690	388	
4	50001-16	1000	50-00	0050	509600	60240 - Supplies	47,419	40,147	(7,272)	
<b>1000 Total</b>										<b>0</b>
<b>50-00 Total</b>										<b>0</b>
<b>Program Offer Number 50001-16 Total</b>										<b>0</b>
5	72020-16	3500	72-80	0020	705210	50316 - Svc Rmb Med/Dental	(71,378,629)	(71,379,017)	(388)	
6	72020-16	3500	72-80	0020	705210	60330 - Claims Paid	7,873,134	7,873,522	388	
<b>3500 Total</b>										<b>0</b>
<b>72-80 Total</b>										<b>0</b>
<b>Program Offer Number 72020-16 Total</b>										<b>0</b>

## Exp/Rev/FTE - Budget Modification

Budget Year: 2016

Budget Modification: DCJ-17-16

### Annualized Personnel Changes

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

						Annualized				
Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
708859	6029	Finance Specialist 1	61237	1000	509600	(1.00)	(46,944)	(13,468)	(17,555)	(77,967)
708859	6030	Finance Specialist 2	61237	1000	509600	1.00	53,525	15,356	18,032	86,914
Total Annualized Changes:						0.00	\$6,581	\$1,888	\$477	\$8,947

### Current Year Personnel Changes

Cost/savings that will take place in this FY; these explain the actual dollar amounts being changed by this BudMod.

						Current Year				
Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
708859	6029	Finance Specialist 1	61237	1000	509600	(0.83)	(39,255)	(11,262)	(14,639)	(65,156)
708859	6030	Finance Specialist 2	61237	1000	509600	0.83	44,604	12,797	15,027	72,428
Total Current FY Changes:						0.00	\$5,349	\$1,535	\$388	\$7,272