



**MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST
BUDGET MODIFICATION**

(Revised: 09/23/13)

Board Clerk Use Only

Meeting Date: 1/9/14
Agenda Item #: C.2
Est. Start Time: 9:30 am
Date Submitted: 12.13.14

Agenda Title: **BUDGET MODIFICATION # HD-14-09 authorizing three position re-classifications within various divisions of the Health Department.**

Note: if Contingency, use that form. If item other than a BudMod, please use different APR. : Title should not be more than 2 lines but sufficient to describe the action requested.

Requested Meeting Date: January 9, 2014 **Time Needed:** N/A - Consent

Department: Health Department **Division:** Community Capacitation Center, Integrated Clinical Service, & Human Resources

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 three positions. This change will not impact the Health Department's total FTE for FY2014.

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 Principal Investigator, position 701080, in the Health Department Community Capacitation Center. Class Comp approved the reclassification effective 03/03/2013 (reclassification #2311). The duties and responsibilities of this position have gradually changed and now most closely align with the Principal Investigator classification, providing oversight of research/evaluation projects with overall professional responsibility for project design, methodology, implementation, and completion.

This change impacts program offer 40038—Health Promotion and Community Capacity

Building.

Reclassify a 0.46 FTE Community Health Specialist 2 to a 0.46 FTE Office Assistant 2, position 708781, in the Integrated Clinical Services Division of the Health Department. Class Comp approved the reclassification effective 10/29/2013 (reclassification #2363). The primary purpose of this reclassified position is to support the Baby Day Program through a variety of administrative and programmatic duties and responsibilities. This position will schedule visits for the Baby Day Program; verify insurance status; coordinate referrals for children identified as needing urgent or immediate dental care; maintain the referral spreadsheet; assist with processing and preparing sealant permission slips; maintain spreadsheets and data regarding oral health presentations and fluoride distribution/usage; assist with preparing reports; help mentor interns and students; and provide support for Baby Day events including setting-up, checking in of patients, and reappointing patients.

This change impacts program offer 40017—Dental Services

Reclassify a 0.90 FTE Human Resources Technician to a 0.90 FTE Human Resources Analyst 2, position 707806, in the Business and Quality Division of the Health Department. Class Comp approved the reclassification effective 05/04/2013 (reclassification #2368). The duties and responsibilities of this position have gradually changed. This position is currently responsible for providing advanced technical support to Health Department service areas including independently creating training material; functioning as the Health Department's lead administrator for the Learning Management System; utilizing specialized authoring software for the creation of training content; consulting with service areas and assisting with the incorporation of adult learning principals and activities into the design of training materials placed in Health Stream; providing recommendations for changes to policies, procedures, and continuous improvement activities; creating surveys and processes to evaluate training programs and other organizational and staff development activities.

This change impacts program offer 40039—Business and Quality – Human Resources and Training.

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 701080 to a Principal Investigator is budget neutral as the current budgeted pay for the position falls within the pay scale of the new classification.

The reclassification of position 708781 to an Office Assistant 2 decreased budgeted personnel cost by \$3,375 because the step at which the Community Health Specialist 2 is budgeted is higher than the step at which an Office Assistant 2 is budgeted. The decrease in cost is offset by an increase in drugs for no net fiscal impact this fiscal year.

The reclassification of position 707806 to a Human Resources Analyst 2 is budget neutral as the current budgeted pay for the position falls within the pay scale of the new

classification.

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 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 decrease by \$2,371
- Salary related expense budget will decrease by \$826
- Insurance benefits budget will decrease by \$178
- Drugs budget will increase by \$3,375

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?**

Changes of classification for positions 701080, 708781, and 707806 better fit the duties of these positions as determined by the Class/Comp Unit of 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 Principal Investigator, position 701080, in the Health Department Community Capacitation Center. Class Comp approved #2311.
- Reclassify a 0.46 FTE Community Health Specialist 2 to a 0.46 FTE Office Assistant 2, position 708781, in the Integrated Clinical Services Division of the Health Department. Class Comp approved #2363.
- Reclassify a 0.90 FTE Human Resources Technician to a 0.90 FTE Human Resources Analyst 2, position 707806, in the Business and Quality Division of the Health Department. Class Comp approved #2368.

• **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: Attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.

Required Signatures

Elected Official or Dept Director: KaRin Johnson for Joanne Fuller **Date:** 12/10/13

Budget Analyst: Althea Gregory /s/ **Date:** 12/13/13

Department HR: Kathleen Fuller-Poe /s/ **Date:** 11/26/2013

Countywide HR: Karie M. Miller /s/ **Date:** 12/11/13

Note: Please submit electronically. Insert names of your approvers followed by /s/ - we no longer use actual signatures. Please date each signature. Use "n/a" when signature not applicable."