



**MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST
BUDGET MODIFICATION**

(revised 12/31/09)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C.1 DATE 4-12-12
LYNDA GROW, BOARD CLERK

Board Clerk Use Only

Meeting Date:	<u>4/12/12</u>
Agenda Item #:	<u>C.1</u>
Est. Start Time:	<u>9:30 am</u>
Date Submitted:	<u>3/27/12</u>

BUDGET MODIFICATION: HD-12-11

Agenda Title:	BUDGET MODIFICATION - HD-12-11 authorizing six position re-classifications within various divisions of the Health Department as determined by the Class/Comp Unit of Central Human Resources.
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Note: For all other submissions (i.e. Notices of Intent, Ordinances, Resolutions, Orders or Proclamations) please use the APR short form.

Requested Meeting Date:	<u>04/12/2012</u>	Amount of Time Needed:	<u>N/A - Consent</u>
Department:	<u>Health Department</u>	Division:	<u>Community Health Services Integrated Clinical Services Health and Social Justice</u>
Contact(s):	<u>Lester A. Walker - Budget & Finance Manager</u>		
Phone:	<u>(503) 988-3663</u>	Ext.	<u>26457</u>
Presenter(s):	<u>N/A (Consent Agenda)</u>	I/O Address:	<u>167/2/210</u>

General Information

1. What action are you requesting from the Board?

Approval of staffing adjustment resulting from the reclassification of six positions. This change will not impact the Health Department's total FTE for FY2012.

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 Clinic Medical Assistant to a 1.00 FTE Licensed Community Practical Nurse, position 712479, in the Integrated Clinical Services division of the Health Department. Class Comp approved reclassification effective 10/25/2011 (reclassification #1815). This position conducts and documents initial and ongoing focused nursing assessments. This position administers medical treatments such as cleaning and dressing wounds, ear irrigations, suture removal, catheterizations, fluoride treatments, and IV medication administration. This change impacts program offer 40022 – Mid County Health Clinic.

Reclassify a 1.00 FTE Office Assistant 2 to a 1.00 FTE Office Assistant Senior, position 711775, in the Community Health Services division of the Health Department. Class Comp approved reclassification effective 06/30/2010 (reclassification #1460). This position performs a wide variety of advanced administrative work including the maintenance of detailed records, verifying accuracy of information, researching discrepancies, and recording information. This change impacts program offer 40008 – Vector-borne Disease Prevention and Code Enforcement.

Reclassify a 0.92 FTE Research Scientist to a 0.92 FTE Principal Investigator, position 712526, in the Health and Social Justice division of the Health Department. Class Comp approved reclassification effective 04/28/2011 (reclassification #1824). This position provides leadership and direction in the dissemination of study findings; prepares and presents study findings to local collaborators and communities and at national scientific conferences; prepares reports of study findings for local use and for publication in peer-reviewed journals. This change impacts program offer 40035 – Health Assessment, Planning and Evaluation.

Reclassify a 1.00 FTE Program Supervisor to a 1.00 FTE Operations Administrator, position 700837, in the Integrated Clinical Services division of the Health Department. Class Comp approved reclassification effective 11/14/2011 (reclassification #1827). This position provides operational leadership, collaborates with Operations Manager to develop plans for achieving program objectives and operational goals and manages the operating budget. This position evaluates and ensures the quality of clinic services provided. This change impacts program offer 40017 – Dental Services.

Reclassify a 1.00 FTE Operations Supervisor to a 1.00 FTE Office Assistant Senior, position 712542, in the Integrated Clinical Services division of the Health. Class Comp approved reclassification effective 11/21/2011 (reclassification #1839). This position serves as liaison with schools, community organizations, and Head Start organizations for scheduling and coordination of oral disease and prevention interventions to school aged children adjusting standard procedures independently to resolve conflicts in priorities, methods or instructions. This position processes and maintains payroll records, oversees billing/charge entry activities for timeliness and accuracy, and provides technical and functional expertise to program staff on systems such as EPIC. This change impacts program offer 40017 – Dental Services.

Reclassify a 1.00 FTE Research/Evaluation Analyst 2 to a 1.00 FTE Research/Evaluation Analyst, Senior, position 713708, in the Health and Social Justice division of the Health Department. Class Comp approved reclassification effective 07/25/2011 (reclassification #1856). This position provides a leadership role in implementing and managing large-scale supplemental HIV surveillance projects. The incumbent oversees local data collection for participant interviews and extensive medical record abstraction, including oversight and training of data collection staff, quality assurance activities, management of complex databases, and analysis of data using complex statistical approaches. This change impacts program offer 40035 – Health Assessment, Planning and Evaluation.

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

There is no financial impact for FY12.

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

ATTACHMENT 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 increase by \$11,671
- Salary related expense budget will increase by \$2,784
- Insurance benefits budget will increase by \$991
- Supplies will increase by \$7,214
- Travel & Training will decrease by \$17,399
- Local Travel/Mileage will decrease by \$2,261
- Temporary will decrease by \$2,652
- Non Base Fringe will decrease by \$220
- Non Base Insurance will decrease by \$128

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?**

Change of classification for positions 712479, 711775, 712526, 700837, 712542, and 713708 to better fit the duties of these positions as determined by the Class/Comp Unit of the Central Human Resources.

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

- Reclassify a 1.00 FTE Clinic Medical Assistant to a 1.00 FTE Licensed Community Practical Nurse, position 712479, in the Integrated Clinical Services division of the Health Department. Class Comp request #1815.
- Reclassify a 1.00 FTE Office Assistant 2 to a 1.00 FTE Office Assistant Senior, position 711775, in the Community Health Services division of the Health Department. Class Comp request #1460.
- Reclassify a 0.92 FTE Research Scientist to a 0.92 FTE Principal Investigator, position 712526, in the Health and Social Justice division of the Health Department. Class Comp request #1824.
- Reclassify a 1.00 FTE Program Supervisor to a 1.00 FTE Operations Administrator, position 700837, in the Integrated Clinical Services division of the Health Department. Class Comp #1827.
- Reclassify a 1.00 FTE Operations Supervisor to a 1.00 FTE Office Assistant Senior, position 712542, in the Integrated Clinical Services division of the Health. Class Comp #1839.
- Reclassify a 1.00 FTE Research/Evaluation Analyst 2 to a 1.00 FTE Research/Evaluation

Analyst, Senior, position 713708, in the Health and Social Justice division of the Health Department. Class Comp #1856.

- **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

ATTACHMENT B

BUDGET MODIFICATION: HD-12-11

Required Signatures

Elected Official or Department/ Agency Director:	KaRin Johnson for  _____ Lillian Shirley	Date: 03-14-2012
Budget Analyst:	 _____ Shannon Busby	Date: 03/27/12
Department HR:	 _____ Kathleen Fuller Poe	Date: 03/08/2012

Budget Modification ID: **HD-12-11**

EXPENDITURES & REVENUES

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with SAP.

Budget/Fiscal Year: 2012

Line No.	Fund Center	Fund Code	Program #	Func. Area	Accounting Unit			Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
					Internal Order	Cost Center	WBS Element						
1	40-70	10010	40022	0030			47550-00-10010	60000	2,841,832	2,845,372	3,540		Increase Permanent
2	40-70	10010	40022	0030			47550-00-10010	60130	859,469	860,500	1,031		Increase Salary Related Expns
3	40-70	10010	40022	0030			47550-00-10010	60140	806,415	806,716	301		Increase Insurance Benefits
4	40-70	10010	40022	0030			47550-00-10010	60170	6,476	1,604	(4,872)		Decrease Travel & Training
5										0			
6	40-30	1000	40008	0030		403320		60000	558,018	560,252	2,234		Increase Permanent
7	40-30	1000	40008	0030		403320		60130	169,293	169,330	37		Increase Salary Related Expns
8	40-30	1000	40008	0030		403320		60140	192,957	193,146	189		Increase Insurance Benefits
9	40-30	1000	40008	0030		403320		60240	59,729	57,269	(2,460)		Decrease Supplies
10										0			
11	40-16	32279	40035	0030			4CA113-5	60000	162,289	165,370	3,081		Increase Permanent
12	40-16	32279	40035	0030			4CA113-5	60130	49,122	50,019	897		Increase Salary Related Expns
13	40-16	32279	40035	0030			4CA113-5	60140	42,983	43,245	262		Increase Insurance Benefits
14	40-16	32279	40035	0030			4CA113-5	60240	60,000	55,760	(4,240)		Decrease Travel & Training
15										0			
16	40-16	32421	40035	0030			4CA40-4-4	60000	27,873	29,516	1,643		Increase Permanent
17	40-16	32421	40035	0030			4CA40-4-4	60130	8,111	8,589	478		Increase Salary Related Expns
18	40-16	32421	40035	0030			4CA40-4-4	60140	6,702	6,842	140		Increase Insurance Benefits
19	40-16	32421	40035	0030			4CA40-4-4	60240	3,165	904	(2,261)		Decrease Local Travel/Mileage
20										0			
21	40-60	20500	40017	0030			4FA52-10-15	60000	271,181	264,151	(7,030)		Decrease Permanent
22	40-60	20500	40017	0030			4FA52-10-15	60130	82,202	80,156	(2,046)		Decrease Salary Related Expns
23	40-60	20500	40017	0030			4FA52-10-15	60140	78,011	77,413	(598)		Decrease Insurance Benefits
24	40-60	20500	40017	0030			4FA52-10-15	60240	0	9,674	9,674		Increase Supplies
25										0			
26										0			
27										0			
28										0			
29										0			
30										0			
										0	0	-	Total - Page 1
										0	0	-	GRAND TOTAL

ANNUALIZED PERSONNEL CHANGE

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

							ANNUALIZED			
Fund	Job #	HR Org	CC/WBS/IO	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
10010	6012	61528	47550-00-10010	Clinic Medical Assistant	712479	(1.00)	(35,747)	(10,402)	(16,580)	(62,729)
10010	6303	61528	47550-00-10010	Licensed Community Practical Nurse	712479	1.00	41,030	11,940	17,030	70,000
1000	6001	61190	403320	Office Assistant 2	711775	(1.00)	(38,336)	(11,769)	(16,801)	(66,906)
1000	6002	61190	403320	Office Assistant Senior	711775	1.00	40,570	11,806	16,990	69,366
32279	9041	65262	4CA113-5	Research Scientist	712526	(0.60)	(52,262)	(15,208)	(12,567)	(80,037)
32421	9041	65262	4CA40-4-4	Research Scientist	712526	(0.32)	(27,873)	(8,111)	(6,702)	(42,686)
32279	9798	65262	4CA113-5	Principal Investigator	712526	0.60	55,343	16,105	12,829	84,277
32421	9798	65262	4CA40-4-4	Principal Investigator	712526	0.32	29,516	8,589	6,842	44,947
20500	9361	66525	4FA52-10-15	Program Supervisor	700837	(1.00)	(65,650)	(19,104)	(19,122)	(103,876)
20500	9720	66525	4FA52-10-15	Operations Administrator	700837	1.00	65,650	19,104	19,122	103,876
20500	9025	65653	4FA52-10-15	Operations Supervisor	712542	(1.00)	(57,472)	(17,644)	(18,427)	(93,543)
20500	6002	65653	4FA52-10-15	Office Assistant Senior	712542	1.00	44,454	12,936	17,321	74,711
32165	6086	65262	4SA66-1	Research/Evaluation Analyst 2	713708	(1.00)	(56,313)	(16,387)	(18,329)	(91,029)
32165	6087	65262	4SA66-1	Research/Evaluation Analyst, Senior	713708	1.00	65,229	20,025	19,086	104,340
TOTAL ANNUALIZED CHANGES						0.00	8,138	1,880	692	10,710

CURRENT YEAR PERSONNEL DOLLAR CHANGE

Calculate costs/savings that will take place in this FY; these should explain the actual dollar amounts being changed by this Bud Mod.

							CURRENT YEAR			
Fund	Job #	HR Org	CC/WBS/IO	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
10010	6012	61528	47550-00-10010	Clinic Medical Assistant	712479	(0.67)	(23,950)	(6,969)	(11,109)	(42,028)
10010	6303	61528	47550-00-10010	Licensed Community Practical Nurse	712479	0.67	27,490	8,000	11,410	46,900
1000	6001	61190	403320	Office Assistant 2	711775	(1.00)	(38,336)	(11,769)	(16,801)	(66,906)
1000	6002	61190	403320	Office Assistant Senior	711775	1.00	40,570	11,806	16,990	69,366
32279	9041	65262	4CA113-5	Research Scientist	712526	(0.60)	(52,262)	(15,208)	(12,567)	(80,037)
32421	9041	65262	4CA40-4-4	Research Scientist	712526	(0.32)	(27,873)	(8,111)	(6,702)	(42,686)
32279	9798	65262	4CA113-5	Principal Investigator	712526	0.60	55,343	16,105	12,829	84,277
32421	9798	65262	4CA40-4-4	Principal Investigator	712526	0.32	29,516	8,589	6,842	44,947
20500	9361	66525	4FA52-10-15	Program Supervisor	700837	(0.63)	(41,360)	(12,036)	(12,047)	(65,443)
20500	9720	66525	4FA52-10-15	Operations Administrator	700837	0.63	41,360	12,036	12,047	65,443
20500	9025	65653	4FA52-10-15	Operations Supervisor	712542	(0.54)	(31,035)	(9,031)	(9,951)	(50,017)
20500	6002	65653	4FA52-10-15	Office Assistant Senior	712542	0.54	24,005	6,985	9,353	40,343
32165	6086	65262	4SA66-1	Research/Evaluation Analyst 2	713708	(0.92)	(51,808)	(15,076)	(16,863)	(83,747)
32165	6087	65262	4SA66-1	Research/Evaluation Analyst, Senior	713708	0.92	60,011	17,463	17,560	95,034
TOTAL CURRENT FY CHANGES						0.00	11,671	2,784	991	15,446

FM Side			PS/CO Side			Cost Element/Commitment Item	Notes
FM Fund Center	FM Fund Code	Functional Area	Internal Order	Cost Center	WBS Element		
General Fund Contingency							
19	1000	0020		9500001000		60470	Reduce available General Fund Contingency
xx-xx	xxxxx	0020		xxx	xxx	xxxxx	Increase Expenditure
Indirect Central							
xx-xx	xxxxx				xxx	60350	Indirect Expenditure
19	1000	0020		9500001000		50310	Indirect reimbursement revenue in General Fund
19	1000	0020		9500001000		60470	CGF Contingency expenditure
Departmental							
xxx	xxxxx				xxx	60355	Indirect Department Expenditure
xx-xx	1000			xxx	xxx	50370	Indirect Dept reimbursement revenue in General Fund
xx-xx	1000			xxx	xxx	xxx	Off setting Dept expenditure in General Fund
Telecommunications							
xx-xx	xxxxx				xxx	60370	Departmental telecommunication expenditure
72-60	3503	0020		709525		50310	Budgets receipt of reimbursement
72-60	3503	0020		709525		60200	Budgets offsetting expenditure in telecommunications fund
Data Processing							
xx-xx	xxxxx				xxx	60380	Departmental data processing expenditures
72-60	3503	0020		709000		50310	Budgets receipt of Data Processing reimbursement
72-60	3503	0020		709000		60240	Budgets offsetting expenditures
PC Flat Fee (Flat Fee is no longer in effect for most Departments beginning in FY 2007)							
xx-xx	xxxxx				xxx	60390	Departmental PC Flat Fee expenditure
				between 709201 & 709211			
72-60	2508	0020		between 709201 & 709211		50310	Budgets receipt of PC Flat Fee
72-60	2508	0020		709211		60240	Budgets offsetting expenditure
Electronic Service Reimbursement							
xx-xx	xxxxx					60420	Departmental Electronics expenditure
72-55	3501	0020		904200		50310	Receipt of Electronics service reimbursement
72-55	3501	0020		904200		60240	Budgets offsetting expenditure
Motor Pool							
xx-xx	xxxxx				xxx	60410	Departmental Motor Pool expenditure
72-55	3501	0020		904100		50310	Budgets receipt of Motor Pool service reimbursement
72-55	3501	0020		904100		60240	Budgets offsetting expenditure
Building Management							
xx-xx	xxxxx				xxx	60430	Departmental Building Management expenditure
72-50	3505	0020		902575		50310	Budgets receipt of Building Management service reimbursement
72-50	3505	0020		902575		60170	Budgets offsetting expenditure
Insurance Service Reimbursement							
xx-xx	xxxxx					60140 or 60145	Departmental Insurance expenditure
72-10	3500	0020		705210		50316	Insurance Revenue
72-10	3500	0020		705210		60330	Offsetting expenditure
Lease Payments to Capital Lease Retirement Fund							
xx-xx	xxxxx					60450	Departmental Capital Lease Retirement expenditure Contact your Budget Analyst to complete this.
Mail & Distribution							
xx-xx	xxxxx				xxx	60460	Mail & Distribution expenditure
72-55	3504	0020		904400		50310	Budgets receipt of service reimbursement
72-55	3504	0020		904400		60230	Budgets offsetting expenditure
Records							
xx-xx	xxxxx				xxx	60460	Records expenditure
72-55	3504	0020		904500		50310	Budgets receipt of service reimbursement
72-55	3504	0020		904500		60240	Budgets offsetting expenditure
Stores							
xx-xx	xxxxx				xxx	60460	Stores expenditure
72-55	3504	0020		904600		50310	Budgets receipt of service reimbursement
72-55	3504	0020		904600		60240	Budgets offsetting expenditure

How are functional areas assigned to cost objects?

For the most part, functional area is related to what department has recorded the revenue or expenditure (i.e. the District Attorney is reported in Public Safety and Justice). There are some exceptions to this rule that require certain funds to be assigned to a particular functional area, regardless of what department the revenues or expenditures are recorded in.

Functional Area Assignments ~ Based on Fund		
1501 – Road Fund	Roads and Bridges	80
1502 – Emergency Communications Fund	Community Services	60
1503 – Bike Path Fund	Community Services	60
1504 – Recreation Fund	Community Services	60
1506 – County School Fund	Community Services	60
1509 – Willamette River Bridges Fund	Roads and Bridges	80
1510 – Library Fund	Library	70
1512 – Land Corner Preservation Fund	Roads and Bridges	80
2500 – Justice Bond Project Fund	Public Safety and Justice	50
2501 – Revenue Bond Project Fund	Community Services	60
2502 – SB 1145 Fund	Public Safety and Justice	50
2504 – Building Project Fund	Community Services	60
2505 – Deferred Maintenance Fund	Community Services	60
2506 – Library Construction / 1996 Bonds Fund	Library	70
2507 – Capital Improvement Fund	Community Services	60
2509 – Asset Preservation Fund	Community Services	60
2510 – Library Property Fund	Library	70
3000 – Dunthorpe-Riverdale Service Dist #14 Fund	Dunthorpe-Riverdale Service Dist #14	500
3001 – Mid County Service District #1 Fund	Mid County Service District #1	510
3002 – Behavioral Health Managed Care Fund	Behavioral Health Managed Care	520

If a cost object is not in one of the funds listed above, then the functional area should be assigned based on the department that the cost object is in.

Functional Area Assignments ~ Based on Department (Fund Center)		
Non-Departmental (10, except 10-50)	General Government	20
Non-Departmental – CCFC (10-50)	Social Services	40
District Attorney (15)	Public Safety and Justice	50
Countywide (18 & 19)	General Government	20
Human Services (20, 25, 26, 30 & 31)	Social Services	40
School and Community Partnerships (21)	Social Services	40
Health (40)	Health Services	30
Community Justice (50)	Public Safety and Justice	50
Sheriff's Office (60)	Public Safety and Justice	50
County Management (72)	General Government	20
Community Services (91)	General Government	20
Library (80)	Library	70

If you have any questions or comments, please contact Susan Luce in General Ledger at ext. 22138.