



# 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-35-17: Authorizing three position reclassifications within the Health Department

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

**Department:** 40 - Health Department **Division:** Public Health

**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 FY 2017.

### 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 Community Information Specialist to a 1.00 FTE Program Specialist, position 702514, in the Public Health Division of the Health Department. Class Comp approved the reclassification effective 5/25/16 (reclassification #3636). This position is responsible for reviewing scopes of work, deliverables, and/or work plans for contractors; collaborating with other staff to write and execute contract renewals, amendments, deliverables, and other forms; participating in contract compliance reviews; negotiating contract terms; preparing cost estimates and reviewing budgets; verifying and approving authorizations for HBI participants; developing, implementing, and overseeing community outreach and client recruitment and retention plans; providing direct outreach with communities, non-profits, and culturally specific organizations; developing and distributing program materials; representing HBI in community meetings and national conferences; developing, leading, coordinating, and implementing plans for consumer leadership, volunteer recruitment, leadership development training, retention, and recognition strategies and activities; placing volunteers and interns; monitoring and analyzing program utilization data; reporting trends and successes in reaching outcomes and objectives; serving as the subject matter expert in

leading the integration process with Health Families Albina Head Start and HBI program; and managing the HBI cash equivalent incentive processes.  
This change impacts program offer 40058 – Healthy Birth Initiative

Reclassify a 1.00 FTE Program Specialist to a 1.00 FTE Program Specialist Senior, position 713782, in the Public Health Division of the Health Department. Class Comp approved the reclassification effective 4/19/16 (reclassification #3600). This position is responsible for providing assessment expertise to Public Health Division special projects including managing and participating in projects pertaining to the division's operations, development, and implementation of strategic goals and priorities; participating in collaboration and consensus building on a broad range of complex issues with a variety of participants and stakeholders; crafting development plans and concept papers that articulate internal organizational and community needs; collecting and analyzing data; synthesizing compiled data and content input from multiple programs and staff into formal reports, work plans, and guiding documents; independently conducting assessments of community needs, assets, and resources for a variety of program planning and development projects, including grant applications; advising program staff in applying assessment findings to program design; authoring assessments that fulfill or inform needs assessments required by a grant program post-funding; leading community needs assessments or similar work for the Health Department, other county departments, multi-jurisdictional, and community-based projects; independently identifying and obtaining relevant data and performing data analysis for program and grant development projects; drafting and finalizing application components, including narrative sections, attachments, and submission forms; and leading the documentation and development of reports on grant activity.

This change impacts program offer 40043 – Health Department Operations

Reclassify a 1.00 FTE Program Coordinator to a 1.00 FTE Program Specialist Senior, position 716644, in the Public Health Division of the Health Department. Class Comp approved the reclassification effective 6/7/16 (reclassification #3642). This position is responsible for directing and driving the grant-mandated Healthy Birth Initiative (HBI) Community Action Network (CAN); ensuring the recruitment, training, and support for CAN and other program cross-functional groups; maximizing community action to address the social determinants of health that directly impact birth outcomes and child health; providing technical and program leadership and oversight to consumer leaders and CAN committee participants; analyzing and evaluating the effect of community-wide policy decisions and methods of enforcement on birth outcomes; formulating recommendations to change policy, organizational, and program development and implementation to support healthy pregnancies, births, and child health; directing the development and use of survey tools and other community input strategies, analyzing and reporting results, and developing recommendations for action; serving as liaison with the federal HRSA Healthy Start and National Healthy Start Association; developing member bylaws, roles, responsibilities, and other correspondence; developing and implementing HBI specific and community-wide parent involvement activities, leadership development, and classes including the implementation of male/father involvement strategies and activities; and overseeing the development of department and countywide policy in collaboration with HBI CAN.

This change impacts program offers 40058 – Healthy Birth Initiative and 40060 – Community Health and Chronic Disease Prevention

### **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 702514 to a Program Specialist decreased budgeted personnel cost by \$716, because the step at which the Program Specialist is budgeted is higher than the step

at which the Community Information Specialist is budgeted. 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 713782 to a Program Specialist Senior increased budgeted personnel cost by \$1,281, 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 Supplies, for no net fiscal impact this fiscal year.

The reclassification of position 716644 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.

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

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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).**

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 \$2,558
- Salary related expense budget will decrease by \$2,180
- Insurance benefits budget will increase by \$187
- Temporary budget will increase by \$510
- Non Base Fringe budget will increase by \$185
- Non Base Insurance budget will increase by \$21
- Supplies budget will decrease by \$1,281

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 702514, 713782, and 716644 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 Community Information Specialist to a 1.00 FTE Program Specialist, position 702514, in the Public Health Division of the Health Department. Class Comp approved #3636.

Reclassify a 1.00 FTE Program Specialist to a 1.00 FTE Program Specialist Senior, position 713782, in the Public Health Division of the Health Department. Class Comp approved #3600.

Reclassify a 1.00 FTE Program Coordinator to a 1.00 FTE Program Specialist Senior, position 716644, in the Public Health Division of the Health Department. Class Comp approved #3642.

**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:	_____