



# 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-03-17: Authorizing two position re-classifications within the Health Department

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

**Department:** 40 - Health Department **Division:** Integrated Clinic Services

**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 two 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 0.80 FTE Office Assistant Senior to a 0.80 FTE Administrative Specialist, position 718502, in the Integrated Clinical Services Division of the Health Department. Class Comp approved the reclassification effective 7/15/16 (reclassification #3474). This position is responsible for providing administrative and technical support to the clinic's leadership team; reviewing, responding, and/or routing confidential and highly sensitive matters on behalf of the management team; tracking and managing schedules, meetings, and projects; reading publications, regulations, and directives and taking action or referring matters to supervisors; coordinating interview panels; preparing personnel forms for hiring, salary increases, promotions, terminations, etc.; scheduling performance reviews for staff; tracking, organizing, and coordinating the budget process; arranging and scheduling travel and/or training for Leadership; planning and coordinating meetings, conferences, and trainings; maintaining Leadership Team coverage calendar; developing or revising various administrative and operating policies, procedures, rules, and regulations upon request; maintaining manuals and updating resource materials; researching, compiling, analyzing, and summarizing data for regularly assigned or special projects; and compiling reports for clinic

operations.

This change impacts program offer 40022 – Mid County Health Clinic

Reclassify a 0.90 FTE Research Evaluation Analyst 1 to a 0.90 FTE Data Analyst, position 715836, in the Public Health Division of the Health Department. Class Comp approved the reclassification effective 1/15/16 (reclassification #3481). This position is responsible for designing, developing, and maintaining complex small/independent databases; designing, writing, and testing queries; preparing standard and ad hoc reports to meet specific needs of the program and grants; maintaining and performing data entry and data scrubbing on databases; collecting, compiling, extracting, and organizing complex information and data from multiple systems into a variety of summary and detailed executive management reports and presentations; working with several community based organizations to assure appropriate data is collected for program evaluation and funders' reporting requirements; creating data collecting tools; cleaning, summarizing, and aggregating data to be used in reports; performing statistical analysis of data; providing technical assistance to community-based organizations; and providing research assistance as part of a research or study team.

This change impacts program offer 40038A – Health Promotion and Community Capacity Building

### **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 718502 to an Administrative Specialist increased budgeted personnel cost by \$1,324, because the step at which the Administrative Specialist is budgeted is higher than the step at which the Office Assistant Sr is budgeted. The increase in cost is offset by a decrease in Overtime, for no net fiscal impact this fiscal year.

The reclassification of position 715836 to a Data Analyst increased budgeted personnel cost by \$1,929, because the step at which the Data Analyst is budgeted is higher than the step at which the Research Evaluation Analyst is budgeted. The increase in cost is offset by a decrease in Premium and Professional Services, 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) 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 \$2,360
- Salary related expense budget will increase by \$723
- Insurance benefits budget will increase by \$170
- Overtime budget will decrease by \$1,324
- Premium budget will decrease by \$900
- Professional Services budget will decrease by \$1,153
- Department Indirect budget will increase by \$98
- Central Indirect budget will increase by \$26

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?**

Changes of classification for positions 715836 and 718502 better fit 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 0.80 FTE Office Assistant Senior to a 0.80 FTE Administrative Specialist, position 718502, in the Integrated Clinical Services Division of the Health Department. Class Comp approved #3474.

Reclassify a 0.90 FTE Research Evaluation Analyst 1 to a 0.90 FTE Data Analyst, position 715836, in the Public Health Division of the Health Department. Class Comp approved #3481.

**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:** \_\_\_\_\_