



# 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-22-17: 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,  
Business 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 1.00 FTE Finance Specialist Senior to a 1.00 FTE Program Manager NR, position 718478, in the Business Operations Division of the Health Department. Class Comp approved the reclassification effective 7/12/16 (reclassification #3471). This position is responsible for leading multi-stakeholder project teams; developing and monitoring adherence to project plans, schedules, and budgets; communicating progress to stakeholders; identifying problems and barriers, and developing mitigation strategies; identifying project training needs and coordinating/conducting training; documenting processes, procedures, and business requirements; modifying project plans in response to unforeseen changes or unexpected developments; supervising assigned staff; scheduling, assigning, monitoring, developing, and evaluating staff; establishing work methods and standards; initiating corrective and/or disciplinary action; responding to grievances and complaints in consultation with Human Resources; organizing, facilitating, and participating in the meeting of stakeholder groups to identify needs and build consensus and collaboration; outlining project scope, milestones, level of involvement, staffing, training, and resources; preparing the project

budget, staffing plans, and required staff resources; conferring with management to discuss and resolve issues critical to the project's execution and success; and preparing and submitting project/grant reports.

This change impacts program offer 40041 – Medical Accounts Receivable

Reclassify a 1.00 FTE Office Assistant 2 to a 1.00 FTE Office Assistant Senior, position 717536, in the Integrated Clinical Services Division of the Health Department. Class Comp approved the reclassification effective 3/26/16 (reclassification #3580). This position is responsible for providing advanced clerical support by gathering, verifying, proofreading/editing complex documents, maintaining detailed records, and preparing reports that track primary care performance and for grants that support health centers funding; coordinating and tracking progress and documents for recruiting, hiring, on-boarding new staff, program travel, and training; coordinating and tracking employee reviews; designing advanced spreadsheets, compiling data, and creating presentations; coordinating and scheduling meetings; managing calendar appointments for management; creating and maintaining organizational systems and processes for the structure of Primary Care Operations and the various programs it supports; developing and maintaining MultCo Commons pages; coordinating with internal and external partners to manage a resource database used to assist clients; submitting requests and coordinating with IT, Telecom, Facilities, and Purchasing; submitting PCAF and schedule change requests to HR; liaising for staff with Payroll regarding leave accumulations; developing, editing, proofreading, and revising various documents and communications for management; and coordinating all hiring efforts for Community Health Workers, Behavioral Health, and Primary Care Operations.

This change impacts program offer 40034 – Quality Assurance

### **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 718478 to a Project Manager NR increased budgeted personnel cost by \$9,752, because the step at which the Project Manager NR is budgeted is higher than the step at which the Finance Specialist Senior is budgeted. The increase in cost is offset by a decrease in Professional Services and Supplies, for no net fiscal impact this fiscal year.

The reclassification of position 717536 to an Office Assistant Senior increased budgeted personnel cost by \$6,160, because the step at which the Office Assistant Senior is budgeted is higher than the step at which the Office Assistant 2 is budgeted. The increase in cost is offset by a decrease in Temporary, Non Base Fringe, Non Base Insurance, and Supplies, 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 \$11,057
- Salary related expense budget will increase by \$4,054
- Insurance benefits budget will increase by \$801
- Temporary budget will decrease by \$2,232
- Non Base Fringe budget will decrease by \$686
- Non Base Insurance budget will decrease by \$162
- Professional Services budget will decrease by \$5,000
- Supplies budget will decrease by \$8,203
- Central Indirect budget will increase by \$81
- Department Indirect budget will increase by \$290

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 718478, and 717536 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 1.00 FTE Finance Specialist Senior to a 1.00 FTE Program Manager NR, position 718478, in the Business Operations Division of the Health Department. Class Comp approved #3471.

Reclassify a 1.00 FTE Office Assistant 2 to a 1.00 FTE Office Assistant Senior, position 717536, in the Integrated Clinical Services Division of the Health Department. Class Comp approved #3580.

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