



# MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(Revised 12/31/09)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # C-4 DATE 3/11/2010  
LYNDA GROW, BOARD CLERK

## Board Clerk Use Only

Meeting Date:	03/11/2010
Agenda Item #:	C-4
Est. Start Time:	9:00 AM
Date Submitted:	02/03/2010

## BUDGET MODIFICATION: HD-10-23

<b>Agenda Title:</b>	<b>BUDGET MODIFICATION HD-23 Reclassifying Three Positions within the Various Divisions of the Health Department, as Determined by the Class/Comp Unit of Central Human Resources</b>
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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.*

<b>Requested Meeting Date:</b>	<u>March 11, 2010</u>	<b>Amount of Time Needed:</b>	<u>N/A - Consent</u>
<b>Department:</b>	<u>Health Department</u>	<b>Division:</b>	<u>Integrated Clinical Services</u>
<b>Contact(s):</b>	<u>Lester A. Walker - Budget &amp; Finance Manager</u>		
<b>Phone:</b>	<u>(503) 988-3663</u>	<b>Ext.</b>	<u>26457</u>
		<b>I/O Address:</b>	<u>167/2/210</u>
<b>Presenter(s):</b>	<u>N/A (Consent Agenda)</u>		

## General Information

### 1. What action are you requesting from the Board?

Approval of staffing adjustment resulting from the re-classification of three positions. This change will not impact the Health Department's total FTE for FY 2010.

### 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 1.0 Program Manager 2 to a 1.0 Nurse Practitioner, position 706008, in the Integrated Clinical Services division of the Health Department. Class Comp approved reclassification effective on 02/01/2010 (reclass #1394). This position diagnoses and treats acute and chronic psychiatric conditions according to scope of practice to include conducting a psychiatric evaluation with mental status examination, ordering and interpreting diagnostic tests, making diagnoses and devising a course of treatment. This change impacts program offers 40030 – Physician, Nurse Practitioner and Nursing Directors and 40021A – Westside Health Clinic.

Reclassify a 0.50 Office Assistant Senior to a 0.50 Public Health Vector Specialist, position 701655, in the Community Health Services division of the Health Department. Class Comp approved reclassification effective on 01/27/2010 (reclass #1400). This position is responsible for managing, monitoring and investigating known and potential mosquito breeding sites. Additionally, this position responds to homeowner complaints of rodent infestations. This change impacts program offer 40008 – Vector-borne Disease Prevention and Code Enforcement.

Reclassify a 0.80 Health Assistant 2 to a 0.80 Medical Laboratory Technician, position 701722, in the Integrated Clinical Services division of the Health Department. Class Comp approved reclassification effective on 01/07/2010 (reclass #1379). This position is responsible for procuring and providing results of laboratory tests on various patient specimens to aid in the diagnosis and treatment of medical clients. This change impacts program offer 40023 East County Health Clinic.

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

There is no financial impact for FY10.

**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

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## ATTACHMENT A

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### Budget Modification

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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 \$6,303.
- Salary related expense budget will increase by \$2,176.
- Insurance benefits budget will increase by \$473.
- Travel and Training budget will decrease by \$958.
- Professional Services budget will decrease by \$1,548.
- Drugs budget will decrease by \$6,446.

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 of positions 706008, 701655 and 701722 to better fit the duties of those positions as determined by the Class/Comp Unit of the Central Human Resources.

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

1. Reclassify a 1.0 Program Manager 2 to a 1.0 Nurse Practitioner, position 706008, in the Integrated Clinical Services division of the Health Department.
2. Reclassify a 0.50 Office Assistant Senior to a 0.50 Public Health Vector Specialist, position 701655, in the Community Health Services division of the Health Department.
3. Reclassify a 0.80 Health Assistant 2 to a Medical Laboratory Technician, position 701722, in the Integrated Clinical Services division of the Health Department.

- **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

<p><i>NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense &amp; Revenues Worksheet and/or a Budget Modification Personnel Worksheet.</i></p>
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## ATTACHMENT B

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**BUDGET MODIFICATION: HD-10-23**

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### Required Signatures

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**Elected Official or  
Department/  
Agency Director:**

*Lillian Shirley*

**Date:** 02/03/2010

**Budget Analyst:**

*[Signature]*

**Date:** 02/04/2010

**Department HR:**

*[Signature]*

**Date:** 02/03/2010

**Countywide HR:**

*[Signature]*

**Date:** 01/27/2010

## 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
1000	9360	65257	47050-GF	PROGRAM MANAGER 2	706008	(0.60)	(58,242)	(18,329)	(11,152)	(87,723)
1000	6314	65257	47050-GF	NURSE PRACTITIONER	706008	0.60	59,896	18,849	11,276	90,021
20620	9360	65257	4FA52-08-9	PROGRAM MANAGER 2	706008	(0.40)	(38,828)	(12,219)	(7,434)	(58,481)
20620	6314	65257	4FA52-08-9	NURSE PRACTITIONER	706008	0.40	39,931	12,566	7,517	60,014
1000	6002	61190	403320	OFFICE ASSISTANT SR	701655	(0.50)	(18,441)	(5,348)	(7,036)	(30,825)
1000	6314	61190	403320	PUBLIC HEALTH VECTOR SPEC	701655	0.50	19,648	6,183	7,940	33,771
26030	6294	61527	47500-00-26030	HEALTH ASSISTANT 2	701722	(0.80)	(25,068)	(7,889)	(13,186)	(46,143)
26030	6333	61527	47500-00-26030	MEDICAL LABORATORY TECH	701722	0.80	34,343	10,808	13,882	59,033
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
				TOTAL ANNUALIZED CHANGES		0.00	13,239	4,621	1,807	19,667

**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.

[illegible]



FM Side			PS/CO Side			Cost Element/ Commitment	
FM Fund Center	FM Fund Code	Functional Area	Internal Order	Cost Center	WBS Element	Item	Notes
<b>General Fund Contingency</b>				9500001000		60470	Reduce available General Fund Contingency
19	1000	0020		xxx	xxx	xxxxx	Increase Expenditure
xx-xx	xxxxx	0020					
<b>Indirect</b>							
<b>Central</b>							
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
<b>Departmental</b>							
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
<b>Telecommunications</b>							
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
<b>Data Processing</b>							
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
<b>PC Flat Fee (Flat Fee is no longer in effect for most Departments beginning in FY 2007)</b>							
xx-xx	xxxxx				xxx	60390	Departmental PC Flat Fee expenditure
				between 709201 & 709211			
72-60	2508	0020		709211 between 709201 & 709211		50310	Budgets receipt of PC Flat Fee
72-60	2508	0020		709211		60240	Budgets offsetting expenditure
<b>Electronic Service Reimbursement</b>							
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
<b>Motor Pool</b>							
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
<b>Building Management</b>							
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
<b>Insurance Service Reimbursement</b>							
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
<b>Lease Payments to Capital Lease Retirement Fund</b>							
xx-xx	xxxxx					60450	Departmental Capital Lease Retirement expenditure Contact your Budget Analyst to complete this.
<b>Mail &amp; Distribution</b>							
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
<b>Records</b>							
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
<b>Stores</b>							
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.