



# Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # C.3 DATE 11-3-16  
LYNDA GROW, BOARD CLERK

**Board Clerk Use Only**

Meeting Date: 11/3/16  
Agenda Item #: C.3  
Est. Start Time: 9:30 am  
Date Submitted: 10/10/16

**Agenda Title: BUDGET MODIFICATION # HD-22-17: Authorizing two position re-classifications within the Health Department**

**Requested Meeting Date:** November 3, 2016      **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

## 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

**Required Signature**

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**Elected Official or  
Dept. Director:** Joanne Fuller /s/

**Date:** October 10, 2016

**Budget Analyst:** Jeff Renfro /s/

**Date:** October 10, 2016

**Department HR:** Holly Calhoun /s/

**Date:** October 10, 2016

**Countywide HR:** Karie Miller /s/

**Date:** October 10, 2016

## Exp/Rev/FTE - Budget Modification

Budget Year: 2017

Budget Modification: Budmod HD-22-17

### Expenditures & Revenues

An increase in revenue is shown as a negative value and a decrease as a positive value for consistency with SAP.

Line No.	Program Offer Number	Fund Code	Fund Center	Func. Area	Cost Object	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
1	40030-17	20500	40-80	0030	4FA52-15-32-3	50170 - IG-OP-Direct Fed	(325,000)	(321,549)	3,451	
2	40030-17	20500	40-80	0030	4FA52-15-32-3	60100 - Temporary	95,994	93,762	(2,232)	
3	40030-17	20500	40-80	0030	4FA52-15-32-3	60135 - Non Base Fringe	34,904	34,218	(686)	
4	40030-17	20500	40-80	0030	4FA52-15-32-3	60145 - Non Base Insurance	2,016	1,854	(162)	
5	40030-17	20500	40-80	0030	4FA52-15-32-3	60350 - Central Indirect	3,509	3,428	(81)	
6	40030-17	20500	40-80	0030	4FA52-15-32-3	60355 - Dept Indirect	12,574	12,284	(290)	
<b>20500 Total</b>										<b>0</b>
<b>40-80 Total</b>										<b>0</b>
<b>Program Offer Number 40030-17 Total</b>										<b>0</b>
7	40034-17	10020	40-80	0030	4CA117-1-3	60000 - Permanent	521,558	523,790	2,232	
8	40034-17	10020	40-80	0030	4CA117-1-3	60130 - Salary Related Expns	165,902	166,588	686	
9	40034-17	10020	40-80	0030	4CA117-1-3	60140 - Insurance Benefits	168,420	168,582	162	
10	40034-17	10020	40-80	0030	4CA117-1-3	60240 - Supplies	3,802	351	(3,451)	
11	40034-17	10020	40-80	0030	4CA117-1-3	60350 - Central Indirect	22,631	22,712	81	
12	40034-17	10020	40-80	0030	4CA117-1-3	60355 - Dept Indirect	81,096	81,386	290	
<b>10020 Total</b>										<b>0</b>
13	40034-17	20500	40-80	0030	4FA52-15-7-1	50170 - IG-OP-Direct Fed	(440,015)	(443,466)	(3,451)	
14	40034-17	20500	40-80	0030	4FA52-15-7-1	60000 - Permanent	241,237	243,469	2,232	
15	40034-17	20500	40-80	0030	4FA52-15-7-1	60130 - Salary Related Expns	76,799	77,485	686	
16	40034-17	20500	40-80	0030	4FA52-15-7-1	60140 - Insurance Benefits	81,995	82,157	162	
17	40034-17	20500	40-80	0030	4FA52-15-7-1	60350 - Central Indirect	8,724	8,805	81	

Exp/Rev/FTE - Budget Modification

Budget Year: 2017

Budget Modification: Budmod HD-22-17

Line No.	Program Offer Number	Fund Code	Fund Center	Func. Area	Cost Object	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
18	40034-17	20500	40-80	0030	4FA52-15-7-1	60355 - Dept Indirect	31,262	31,552	290	
<b>20500 Total</b>										0
<b>40-80 Total</b>										0
<b>Program Offer Number 40034-17 Total</b>										0
19	40041-17	1000	40-90	0030	409200	60000 - Permanent	818,466	825,059	6,593	
20	40041-17	1000	40-90	0030	409200	60130 - Salary Related Expns	262,541	265,223	2,682	
21	40041-17	1000	40-90	0030	409200	60140 - Insurance Benefits	269,674	270,151	477	
22	40041-17	1000	40-90	0030	409200	60170 - Professional Svcs	7,360	2,360	(5,000)	
23	40041-17	1000	40-90	0030	409200	60240 - Supplies	6,997	2,245	(4,752)	
<b>1000 Total</b>										0
<b>40-90 Total</b>										0
<b>Program Offer Number 40041-17 Total</b>										0
24	40043-17	1000	40-90	0030	409001	50370 - Dept Indirect Rev	(9,866,207)	(9,866,497)	(290)	
25	40043-17	1000	40-90	0030	409001	60100 - Temporary	93,576	93,866	290	
<b>1000 Total</b>										0
<b>40-90 Total</b>										0
<b>Program Offer Number 40043-17 Total</b>										0
26	72020-17	3500	72-80	0020	705210	50316 - Svc Rmb Med/Dental	(77,684,452)	(77,685,091)	(639)	
27	72020-17	3500	72-80	0020	705210	60330 - Claims Paid	12,233,105	12,233,744	639	
<b>3500 Total</b>										0
<b>72-80 Total</b>										0

Exp/Rev/FTE - Budget Modification

Budget Year: 2017

Budget Modification: Budmod HD-22-17

Line No.	Program Offer Number	Fund Code	Fund Center	Func. Area	Cost Object	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
					<b>Program Offer Number 72020-17 Total</b>					<b>0</b>
28	95000-17	1000	19	0020	9500001000	60470 - Contingency	12,642,141	12,642,222	81	
	<b>1000 Total</b>									<b>81</b>
	<b>19 Total</b>									<b>81</b>
					<b>Program Offer Number 95000-17 Total</b>					<b>81</b>
29	95001-17	1000	19	0020	9500001000	50310 - Intl Svc Reimburse	(6,039,993)	(6,040,074)	(81)	
	<b>1000 Total</b>									<b>(81)</b>
	<b>19 Total</b>									<b>(81)</b>
					<b>Program Offer Number 95001-17 Total</b>					<b>(81)</b>

**Exp/Rev/FTE - Budget Modification**

Budget Year: 2017

Budget Modification: Budmod HD-22-17

**Annualized Personnel Changes**

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

						Annualized				
Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
717536	6001	Office Assistant 2	65557	10020	4CA117-1-3	(0.50)	(17,276)	(5,305)	(8,752)	(31,333)
717536	6001	Office Assistant 2	65557	20500	4FA52-15-7-1	(0.50)	(17,276)	(5,305)	(8,752)	(31,333)
717536	6002	Office Assistant/Sr	65557	10020	4CA117-1-3	0.50	19,508	5,991	8,914	34,413
717536	6002	Office Assistant/Sr	65557	20500	4FA52-15-7-1	0.50	19,508	5,991	8,914	34,413
718478	6032	Finance Specialist/Sr	17787	1000	409200	(1.00)	(59,124)	(18,157)	(19,288)	(96,569)
718478	9063	Project Manager	17787	1000	409200	1.00	65,717	20,839	19,765	106,321
<b>Total Annualized Changes:</b>						<b>0.00</b>	<b>\$11,057</b>	<b>\$4,054</b>	<b>\$801</b>	<b>\$15,912</b>

**Current Year Personnel Changes**

Cost/savings that will take place in this FY; these explain the actual dollar amounts being changed by this BudMod.

						Current Year				
Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
717536	6001	Office Assistant 2	65557	10020	4CA117-1-3	(0.50)	(17,276)	(5,305)	(8,752)	(31,333)
717536	6001	Office Assistant 2	65557	20500	4FA52-15-7-1	(0.50)	(17,276)	(5,305)	(8,752)	(31,333)
717536	6002	Office Assistant/Sr	65557	10020	4CA117-1-3	0.50	19,508	5,991	8,914	34,413
717536	6002	Office Assistant/Sr	65557	20500	4FA52-15-7-1	0.50	19,508	5,991	8,914	34,413
718478	6032	Finance Specialist/Sr	17787	1000	409200	(1.00)	(59,124)	(18,157)	(19,288)	(96,569)
718478	9063	Project Manager	17787	1000	409200	1.00	65,717	20,839	19,765	106,321
<b>Total Current FY Changes:</b>						<b>0.00</b>	<b>\$11,057</b>	<b>\$4,054</b>	<b>\$801</b>	<b>\$15,912</b>