



# 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-42-17: Authorizing two position reclassifications within the Health Department

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

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

**Contact(s):** Angel Landron-Gonzalez – Finance & Budget Manager

**Phone:** (503) 988-7438 **Ext.** 87438 **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 adjustment 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 0.84 FTE Licensed Community Practical Nurse to a 0.84 FTE Medical Assistant, position 713753, in the Integrated Clinic Services Division of the Health Department. Class Comp approved the reclassification effective 4/1/17 (reclassification #3702). This position is responsible for providing clinical support to the care delivery team and working closely with physicians, providers, and other team members to help ensure high quality patient care. This position will escort patients to exam rooms, obtain vital signs, conduct appropriate screenings, and collect data from patients; prepare patients for exams and procedures, including equipment set-up and specimen collection; perform provider ordered examinations and procedures; order labs tests, draw blood, and administer immunizations and injections as directed; maintain clinical instruments and equipment; order materials and supplies; complete referral paperwork and assist clients with scheduling tests and appointments; provide patient education; and support front desk coverage as needed.

This change impacts program offer 40024 – School Based Health Centers.

Reclassify a 0.80 FTE Office Assistant Senior to a 0.80 FTE Administrative Specialist, position 708002, in the Public Health Division of the Health Department. Class Comp approved the reclassification effective 4/28/17 (reclassification #3709). This position is responsible for providing support to the Council and its committees; coordinating meeting logistics, including scheduling the location, ordering food, prepping the room, and preparing materials; recording minutes and maintaining meeting records; posting agendas, minutes, and reports to the Council website; maintaining membership application files and databases; managing membership terms and renewals; drafting agendas, correspondence, reports, and statistical charts for committees and the Council; transcribing recordings; managing routine daily operations of the Council and HIV Care Services office; processing invoices; reviewing and recommending approval of grant and contract monthly expense reports; monitoring grant expenditures, identifying issues, and problem solving with program staff; preparing and submitting fiscal reports and data analyses for grant monitoring; managing unobligated balance/carryover request development and approvals; supporting managers by maintaining calendars and screening calls; evaluating operations and activities, and recommending improvements and modifications; developing resource materials; researching information from internal and external sources; working with managers or project teams to verify information; preparing and revising various operating procedures, rules, and regulations; and developing and revising forms and reports.

This change impacts program offers 40036 – Community Health Council and Civic Governance and 40012 – Services for Persons Living with HIV.

### **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 713753 to a Medical Assistant decreased budgeted personnel cost by \$5,876, because the step at which the Medical Assistant is budgeted is lower than the step at which the Licensed Community Practical Nurse 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 708002 to an Administrative Specialist decreased budgeted personnel cost by \$1,801, because the step at which the Administrative Specialist is budgeted is lower than the step at which the Office Assistant Senior 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.

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 decrease by \$5,303
- Salary related expense budget will decrease by \$1,990
- Insurance benefits budget will decrease by \$384
- Temporary budget will increase by \$5,303
- Non-Base Fringe budget will increase by \$1,990
- Non-Base Insurance budget will increase by \$384

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 713753 and 708002 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 0.84 FTE Licensed Community Practical Nurse to a 0.84 FTE Medical Assistant, position 713753, in the Integrated Clinic Services Division of the Health Department. Class Comp approved #3702.

Reclassify a 0.80 FTE Office Assistant Senior to a 0.80 FTE Administrative Specialist, position 708002, in the Public Health Division of the Health Department. Class Comp approved #3709.

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