



**MULTNOMAH COUNTY  
AGENDA PLACEMENT REQUEST  
BUDGET MODIFICATION**

(Revised: 8/18/11)

**Board Clerk Use Only**

**Meeting Date:** 12/20/12  
**Agenda Item #:** C.7  
**Est. Start Time:** 9:30 am  
**Date Submitted:** 12/6/12

**Agenda Title:** **BUDGET MODIFICATION # HD-13-09 authorizing nine position re-classifications within various divisions of the Health Department.**

*Note: For all other submissions (i.e. Notices of Intent, Ordinances, Resolutions, Orders or Proclamations) please use the APR short form.*

**Requested Meeting Date:** January 3, 2013      **Time Needed:** N/A - Consent  
Integrated Clinical Services, Community Health Services, Business Services

**Department:** Health Department      **Division:** \_\_\_\_\_

**Contact(s):** Lester A. Walker - Budget & Finance Manager

**Phone:** (503) 988-3663      **Ext.** 26457      **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 nine positions. This change will not impact the Health Department's total FTE for FY2013.

**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 Program Specialist, Senior to a 1.00 FTE Health Policy Analyst, Senior, position 713709, in the Community Health Services Division of the Health Department. Class Comp approved the reclassification effective 07/17/2012 (reclassification #1962). The Health Policy Analyst, Senior analyzes health care policies, legislation, industry trends, and best practices. The position tracks, manages, and summarizes for executive review all key policies and pending state legislative changes for Health Department leaders. This change impacts program offer 40000—Health Department Leadership Team.

Reclassify a 1.00 FTE Nutrition Supervisor to a 1.00 FTE Program Supervisor, position 705110, in the Community Health Services Division of the Health Department. Class Comp approved the reclassification effective 08/30/2012 (reclassification #1972). The Program Supervisor has broad responsibility for the Gateway Women, Infants, and Children (WIC) clinic operational budget and supervision of staff. This position prepares and monitors expenditures, develops work procedures, adjusts clinic work flow to meet changes in caseloads, complies with Federal and State WIC requirements, and provides nutrition counseling to high risk clients. This change impacts program offer 40018-Women, Infants and Children (WIC).

Reclassify a 0.80 FTE Nutrition Supervisor to a 0.80 FTE Program Supervisor, position 705766, in the Community Health Services Division of the Health Department. Class Comp approved the reclassification effective 08/30/2012 (reclassification #1973). The Program Supervisor has broad responsibility for the Northeast Women, Infants, and Children (WIC) clinic operational budget and supervision of staff. This position prepares and monitors expenditures, develops work procedures, adjusts clinic work flow to meet changes in caseloads, complies with Federal and State WIC requirements, and provides nutrition counseling to high risk clients. This change impacts program offer 40018-Women, Infants and Children (WIC).

Reclassify a 1.00 FTE Nutrition Supervisor to a 1.00 FTE Program Supervisor, position 709081, in the Community Health Services Division of the Health Department. Class Comp approved the reclassification effective 08/30/2012 (reclassification #1974). The Program Supervisor has broad responsibility for the East County Women, Infants, and Children (WIC) clinic operational budget and supervision of staff. This position prepares and monitors expenditures, develops work procedures, adjusts clinic work flow to meet changes in caseloads, complies with Federal and State WIC requirements, and provides nutrition counseling to high risk clients. This change impacts program offer 40018-Women, Infants and Children (WIC).

Reclassify a 1.00 FTE Operations Supervisor to a 1.00 FTE Operations Administrator, position 705295, in the Integrated Clinical Services Division of the Health Department. Class Comp approved the reclassification effective 10/19/2012 (reclassification #2011). The Operations Administrator provides supervision of technical and clerical staff at the Mid-County Dental Clinic and the Mid-County Primary Care Clinic through a re-organization due to span of control changes. The duties for this position include providing operational leadership to achieve program objectives and operational goals, hiring staff, evaluating job performance, providing feedback, preparing and monitoring budgets to ensure financial targets are achieved, and evaluating to ensure the overall quality of client services. This change impacts program offer 40017A-Dental Services.

Reclassify a 1.00 FTE Public Affairs Coordinator to a 1.00 FTE Health Policy Analyst Senior, position 712344, in the Community Health Services Division of the Health Department. Class Comp approved the reclassification effective 09/01/2012 (reclassification #2012). The Health Policy Analyst Senior is being reclassified as a change in process and procedures for the Health Department regarding communications and media work. This position provides expertise in the areas of project management and coordination, policy analysis, strategic communications and planning support. This change

impacts program offer 40048-Community Epidemiology Services and 40013B Early Childhood Home and Community Based Services.

Reclassify a 1.00 FTE Program Manager 1 to a 1.00 FTE Manager 2, position 701008, in the Integrated Clinical Services Division of the Health Department. Class Comp approved the reclassification effective 10/15/2012 (reclassification #2015). The Manager 2 oversees all 13 School Based Health Centers and is responsible for planning, organizing, directing, administering, and evaluating integrated clinical health services, policies, and procedures for complex and diverse programs. This change impacts program offer 40024-School Based Health Centers.

Reclassify a 1.00 FTE Procurement Analyst to a 1.00 FTE Procurement Analyst Senior, position 709872, in the Business Services Division of the Health Department. Class Comp approved the reclassification effective 04/05/2012 (reclassification #2018). This position is being reclassified as a result of increased job responsibilities due to the implementation of Supplier Relationship Management (SRM), the closure of Central Stores and the transition to an online-just in time ordering tool. This position handles complex pricing negotiations and contract management and ensures adherence to compliance practices. This change impacts program offer 40040-Business and Quality-Accounting and Financial Services.

Reclassify a 1.00 FTE Finance Supervisor to a 1.00 FTE Finance Manager, position 702053, in the Business Services Division of the Health Department. Class Comp approved the reclassification effective 06/18/2012 (reclassification-Finance Study Phase 2). The Finance Manager reclassification was part of the Finance Study-Phase 2 (non-represented positions). This change impacts program offer 40041-Business and Quality-Medical Billing.

### **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 new classifications or other budgeted line items have been adjusted so that the changes are budget neutral.

Six of the reclassified positions are within the pay scale of the new classifications. These positions are:

Program Supervisor, position 705110

Program Supervisor, position 705766

Program Supervisor, position 709081

Operations Administrator, position 705295

Manager 2, position 701008

Procurement Analyst Senior, position 709872

The reclassification of position 713709 to Health Policy Analyst Senior increased budgeted personal cost by \$3,510 because the beginning step for a Health Policy Analyst Senior is higher than the current step at which the Program Specialist Senior is budgeted. This position is offset by reductions in supplies and travel & training for no net fiscal impact this fiscal year.

The reclassification of position 712344 to Health Policy Analyst Senior decreased budgeted

personal cost by \$2,296 because the Public Affairs Coordinator is budgeted at a higher step than the Health Policy Analyst Senior is budgeted. This decrease is offset by an increase to supplies for no net fiscal impact this year.

The reclassification of position 702053 to Finance Manager increased personal cost by \$10,364 because the step for a Finance Supervisor is lower than the current step at which the Finance Manager is budgeted. This position is offset by reductions in overtime, fringe, and insurance for no net fiscal impact this fiscal year.

In subsequent fiscal years, all the reclassified positions will be subject to approved cost of living adjustments (COLA) and step increases in accordance with the collective bargaining agreement with Local 88 and will be funded within the department's budget.

**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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**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 \$8,414
- Salary related expense budget will increase by \$179
- Insurance benefits budget will increase by \$86
- Supplies will increase by \$286
- Overtime budget will decrease by \$7,465
- Travel & Training will decrease by \$1,500

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 for positions 713709, 705110, 705766, 709081, 705295, 712344, 701008, 709872, 702053 to better fit the duties of these positions as determined by the Class/Comp Unit of the Central Human Resources.

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

- Reclassify a 1.00 FTE Program Specialist, Senior to a 1.00 FTE Health Policy Analyst, Senior, position 713709, in the Community Health Services Division of the Health Department. Class Comp request #1962.
- Reclassify a 1.00 FTE Nutrition Supervisor to a 1.00 FTE Program Supervisor, position 705110, in the Community Health Services Division of the Health Department. Class Comp request #1972.

- Reclassify a 0.80 FTE Nutrition Supervisor to a 0.80 FTE Program Supervisor, position 705766, in the Community Health Services Division of the Health Department. Class Comp request #1973.
  - Reclassify a 1.00 FTE Nutrition Supervisor to a 1.00 FTE Program Supervisor, position 709081, in the Community Health Services Division of the Health Department. Class Comp request #1974.
  - Reclassify a 1.00 FTE Operations Supervisor to a 1.00 FTE Operations Administrator, position 705295, in the Integrated Clinical Services Division of the Health Department. Class Comp request #2011.
  - Reclassify a 1.00 FTE Public Affairs Coordinator to a 1.00 FTE Health Policy Analyst Senior, position 712344, in the Community Health Services Division of the Health Department. Class Comp request #2012.
  - Reclassify a 1.00 FTE Program Manager 1 to a 1.00 FTE Manager 2, position 701008, in the Integrated Clinical Services Division of the Health Department. Class Comp request #2015.
  - Reclassify a 1.00 FTE Procurement Analyst to a 1.00 FTE Procurement Analyst Senior, position 709872, in the Business Services Division of the Health Department. Class Comp request #2018.
  - Reclassify a 1.00 FTE Finance Supervisor to a 1.00 FTE Finance Manager, position 702053, in the Business Services Division of the Health Department. Class Comp Finance Study Phase 2.
- **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

*NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.*

**Required Signature**

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**Elected Official  
or Dept Director:**

KaRin Johnson for

11-21-2012

**Date:**

*Lillian Shirley*

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**Budget Analyst:**

Althea Gregory /s/

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**Date:** 12/6/12

**Department HR:**

*Kiara Miller*

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**Date:** 11/15/12

**Countywide HR:**

*Karie Miller*

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**Date:** 12/6/12