



Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C-7 DATE 8/18/16
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 8/18/16
Agenda Item #: C.7
Est. Start Time: 9:30 am
Date Submitted: 8/2/16

Agenda Title: **BUDGET MODIFICATION # HD-03-17: Authorizing two position re-classifications within the Health Department**

Requested Meeting Date: August 18, 2016 Time Needed: N/A - Consent

Department: 40 - Health Department Division: Integrated Clinic 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 0.80 FTE Office Assistant Senior to a 0.80 FTE Administrative Specialist, position 718502, in the Integrated Clinical Services Division of the Health Department. Class Comp approved the reclassification effective 7/15/16 (reclassification #3474). This position is responsible for providing administrative and technical support to the clinic's leadership team; reviewing, responding, and/or routing confidential and highly sensitive matters on behalf of the management team; tracking and managing schedules, meetings, and projects; reading publications, regulations, and directives and taking action or referring matters to supervisors; coordinating interview panels; preparing personnel forms for hiring, salary increases, promotions, terminations, etc.; scheduling performance reviews for staff; tracking, organizing, and coordinating the budget process; arranging and scheduling travel and/or training for Leadership; planning and coordinating meetings, conferences, and trainings; maintaining Leadership Team coverage calendar; developing or revising various administrative and operating policies, procedures, rules, and regulations upon request; maintaining manuals and updating resource materials; researching, compiling, analyzing, and summarizing data for regularly assigned or special projects; and compiling reports for clinic

operations.

This change impacts program offer 40022 – Mid County Health Clinic

Reclassify a 0.90 FTE Research Evaluation Analyst 1 to a 0.90 FTE Data Analyst, position 715836, in the Public Health Division of the Health Department. Class Comp approved the reclassification effective 1/15/16 (reclassification #3481). This position is responsible for designing, developing, and maintaining complex small/independent databases; designing, writing, and testing queries; preparing standard and ad hoc reports to meet specific needs of the program and grants; maintaining and performing data entry and data scrubbing on databases; collecting, compiling, extracting, and organizing complex information and data from multiple systems into a variety of summary and detailed executive management reports and presentations; working with several community based organizations to assure appropriate data is collected for program evaluation and funders' reporting requirements; creating data collecting tools; cleaning, summarizing, and aggregating data to be used in reports; performing statistical analysis of data; providing technical assistance to community-based organizations; and providing research assistance as part of a research or study team.

This change impacts program offer 40038A – Health Promotion and Community Capacity Building

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 718502 to an Administrative Specialist increased budgeted personnel cost by \$1,324, because the step at which the Administrative Specialist is budgeted is higher than the step at which the Office Assistant Sr is budgeted. The increase in cost is offset by a decrease in Overtime, for no net fiscal impact this fiscal year.

The reclassification of position 715836 to a Data Analyst increased budgeted personnel cost by \$1,929, because the step at which the Data Analyst is budgeted is higher than the step at which the Research Evaluation Analyst is budgeted. The increase in cost is offset by a decrease in Premium and Professional Services, 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

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 \$2,360
- Salary related expense budget will increase by \$723
- Insurance benefits budget will increase by \$170
- Overtime budget will decrease by \$1,324
- Premium budget will decrease by \$900
- Professional Services budget will decrease by \$1,153
- Department Indirect budget will increase by \$98
- Central Indirect budget will increase by \$26

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 715836 and 718502 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 0.80 FTE Office Assistant Senior to a 0.80 FTE Administrative Specialist, position 718502, in the Integrated Clinical Services Division of the Health Department. Class Comp approved #3474.

Reclassify a 0.90 FTE Research Evaluation Analyst 1 to a 0.90 FTE Data Analyst, position 715836, in the Public Health Division of the Health Department. Class Comp approved #3481.

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

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

Date: August 1, 2016

Budget Analyst: Jeff Renfro /s/

Date: August 2, 2016

Department HR: Holly Calhoun /s/

Date: August 2, 2016

Countywide HR: Karie Miller /s/

Date: August 2, 2016

Exp/Rev/FTE - Budget Modification

Budget Year: 2017

Budget Modification: Budmod HD-03-17

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	40022-17	10010	40-70	0030	47550-10-10010	60000 - Permanent	3,086,371	3,087,331	960	
2	40022-17	10010	40-70	0030	47550-10-10010	60110 - Overtime	28,094	26,770	(1,324)	
3	40022-17	10010	40-70	0030	47550-10-10010	60130 - Salary Related Expns	1,053,699	1,053,993	294	
4	40022-17	10010	40-70	0030	47550-10-10010	60140 - Insurance Benefits	1,111,681	1,111,751	70	
10010 Total										0
40-70 Total										0
Program Offer Number 40022-17 Total										0
5	40038A-17	1000	40-16	0030	44708-GF	60000 - Permanent	385,906	386,248	342	
6	40038A-17	1000	40-16	0030	44708-GF	60120 - Premium	9,823	9,351	(472)	
7	40038A-17	1000	40-16	0030	44708-GF	60130 - Salary Related Expns	136,821	136,926	105	
8	40038A-17	1000	40-16	0030	44708-GF	60140 - Insurance Benefits	118,328	118,353	25	
1000 Total										0
9	40038A-17	32486	40-16	0030	4FA65-06-1	60000 - Permanent	38,306	38,617	311	
10	40038A-17	32486	40-16	0030	4FA65-06-1	60120 - Premium	703	275	(428)	
11	40038A-17	32486	40-16	0030	4FA65-06-1	60130 - Salary Related Expns	13,079	13,174	95	
12	40038A-17	32486	40-16	0030	4FA65-06-1	60140 - Insurance Benefits	11,996	12,018	22	
32486 Total										0
13	40038A-17	32684	40-16	0030	4SA133-2	60000 - Permanent	70,722	71,422	700	
14	40038A-17	32684	40-16	0030	4SA133-2	60130 - Salary Related Expns	22,365	22,580	215	
15	40038A-17	32684	40-16	0030	4SA133-2	60140 - Insurance Benefits	21,179	21,229	50	
16	40038A-17	32684	40-16	0030	4SA133-2	60170 - Professional Svcs	4,000	2,918	(1,082)	
17	40038A-17	32684	40-16	0030	4SA133-2	60350 - Central Indirect	3,017	3,042	25	

Exp/Rev/FTE - Budget Modification

Budget Year: 2017

Budget Modification: Budmod HD-03-17

Line No.	Program Offer Number	Fund Code	Fund Center	Func. Area	Cost Object	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
18	40038A-17	32684	40-16	0030	4SA133-2	60355 - Dept Indirect	10,809	10,901	92	
32684 Total										0
19	40038A-17	32737	40-16	0030	4CA295-01-1	60000 - Permanent	11,752	11,799	47	
20	40038A-17	32737	40-16	0030	4CA295-01-1	60130 - Salary Related Expns	3,609	3,623	14	
21	40038A-17	32737	40-16	0030	4CA295-01-1	60140 - Insurance Benefits	3,302	3,305	3	
22	40038A-17	32737	40-16	0030	4CA295-01-1	60170 - Professional Svcs	5,000	4,929	(71)	
23	40038A-17	32737	40-16	0030	4CA295-01-1	60350 - Central Indirect	493	494	1	
24	40038A-17	32737	40-16	0030	4CA295-01-1	60355 - Dept Indirect	1,766	1,772	6	
32737 Total										0
40-16 Total										0
Program Offer Number 40038A-17 Total										0
25	40043-17	1000	40-90	0030	409001	50370 - Dept Indirect Rev	(9,865,692)	(9,865,790)	(98)	
26	40043-17	1000	40-90	0030	409001	60100 - Temporary	93,061	93,159	98	
1000 Total										0
40-90 Total										0
Program Offer Number 40043-17 Total										0
27	72020-17	3500	72-80	0020	705210	50316 - Svc Rmb Med/Dental	(77,647,811)	(77,648,534)	(723)	
28	72020-17	3500	72-80	0020	705210	60330 - Claims Paid	12,196,464	12,197,187	723	
3500 Total										0
72-80 Total										0
Program Offer Number 72020-17 Total										0

Exp/Rev/FTE - Budget Modification

Budget Year: 2017

Budget Modification: Budmod HD-03-17

Line No.	Program Offer Number	Fund Code	Fund Center	Func. Area	Cost Object	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
29	95000-17	1000	19	0020	9500001000	60470 - Contingency	12,639,092	12,639,118	26	
1000 Total										26
19 Total										26
					Program Offer Number 95000-17 Total					26
30	95001-17	1000	19	0020	9500001000	50310 - Intl Svc Reimburse	(6,036,944)	(6,036,970)	(26)	
1000 Total										(26)
19 Total										(26)
					Program Offer Number 95001-17 Total					(26)

Exp/Rev/FTE - Budget Modification

Budget Year: 2017

Budget Modification: Budmod HD-03-17

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
715836	6073	Data Analyst	62750	1000	44708-GF	0.22	12,251	3,762	4,556	20,569
715836	6073	Data Analyst	62750	32737	4CA295-01-1	0.03	1,669	512	621	2,802
715836	6073	Data Analyst	62750	32486	4FA65-06-1	0.20	11,134	3,419	4,140	18,693
715836	6073	Data Analyst	62750	32684	4SA133-2	0.45	25,054	7,694	9,316	42,064
715836	6085	Research/Evaluation Analyst 1	62750	1000	44708-GF	(0.22)	(11,909)	(3,657)	(4,531)	(20,097)
715836	6085	Research/Evaluation Analyst 1	62750	32737	4CA295-01-1	(0.03)	(1,622)	(498)	(618)	(2,738)
715836	6085	Research/Evaluation Analyst 1	62750	32486	4FA65-06-1	(0.20)	(10,823)	(3,324)	(4,118)	(18,265)
715836	6085	Research/Evaluation Analyst 1	62750	32684	4SA133-2	(0.45)	(24,354)	(7,479)	(9,266)	(41,099)
718502	6002	Office Assistant/Sr	65188	10010	47550-10-10010	(0.80)	(31,213)	(9,586)	(17,264)	(58,063)
718502	6005	Administrative Specialist	65188	10010	47550-10-10010	0.80	32,173	9,880	17,334	59,387
Total Annualized Changes:						0.00	\$2,360	\$723	\$170	\$3,253

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				
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Budget Year: 2017

Budget Modification: Budmod HD-03-17

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715836	6085	Research/Evaluation Analyst 1	62750	32737	4CA295-01-1	(0.03)	(1,622)	(498)	(618)	(2,738)
715836	6085	Research/Evaluation Analyst 1	62750	32486	4FA65-06-1	(0.20)	(10,823)	(3,324)	(4,118)	(18,265)
715836	6085	Research/Evaluation Analyst 1	62750	32684	4SA133-2	(0.45)	(24,354)	(7,479)	(9,266)	(41,099)
718502	6002	Office Assistant/Sr	65188	10010	47550-10-10010	(0.80)	(31,213)	(9,586)	(17,264)	(58,063)
718502	6005	Administrative Specialist	65188	10010	47550-10-10010	0.80	32,173	9,880	17,334	59,387
Total Current FY Changes:						0.00	\$2,360	\$723	\$170	\$3,253