



# 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-05-15: Authorizing thirteen position re-classifications within various divisions of the Health Department**

**Requested Meeting Date:** \_\_\_\_\_

**Time Needed:** N/A - Consent

**Department:** 40 - Health Department

**Division:** Integrated Clinical Services,  
Community Health Services,  
Director's Office, Public  
Health Community Initiatives

**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 adjustment resulting from the reclassification of thirteen positions. This change will not impact the Health Department's total FTE for FY2015.

### 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 Health Information Technician to a 1.00 FTE Finance Specialist Senior, position 716629, in the Integrated Clinical Services Division of the Health Department. Class Comp approved the reclassification effective 04/02/2014 (reclassification #2457). This position will serve as a certified medical coder responsible for analyzing, evaluating and reporting on medical billing in order to maximize revenues, ensure correct coding, and manage claim denials and resubmissions. This position will also be responsible for serving as a subject matter expert to provide direction on the complex nature of the systems, laws, requirements and partners that impact billing, and will work in partnership with the Finance Manager and Primary Care Services Director to provide instruction on staff work in medical coding.

This change impacts program offer 40032A—Lab and Medical Records

Reclassify a 1.00 FTE Program Supervisor to a 1.00 FTE Nursing Supervisor, position 714527, in the Community Health Services Division of the Health Department. Class Comp approved the reclassification effective 10/9/2013 (reclassification #2472). This position is responsible for planning, prioritizing, assigning, supervising and reviewing the work of nursing and health care staff involved in the direct care of patients and clients in Early Childhood Services. This change impacts program offer 40055—CaCoon

Reclassify a 1.00 FTE Program Specialist to a 1.00 FTE Program Specialist Senior, position 714880, in the Integrated Clinical Services Division of the Health Department. Class Comp approved the reclassification effective 05/05/2014 (reclassification #2488). This position is responsible for providing support across numerous programs including Primary Care, School-Based Health Clinics, Dental, Corrections Health and Pharmacy. This position will design, direct, implement, support, and coordinate highly complex quality improvement projects including identification and use of performance measures, development of policies and procedures, implementation of toolkits and visual management systems. This position will also collect and analyze complex data to determine effectiveness and impact on policies, communicate status to ICS leadership and coordinate Quality Improvement work with County and non-County entities. This change impacts program offer 40034—Quality Assurance

Reclassify a 0.50 FTE Administrative Analyst (non-represented) to a 0.50 FTE Administrative Analyst, position 716512, in the Community Health Services Division of the Health Department. Class Comp approved the reclassification effective 05/06/2014 (reclassification #2489). This position will provide support services including fiscal management and analysis, accounting, budget development, grant compliance, contract oversight, and fiscal report. This position will review and recommend approval for all grant and contract monthly expense reports, review detailed invoices, monitor expenditures, identify issues and problem solve with managers. This change impacts program offers 40011—STD/HIV/HEP C Community Prevention Program and 40012 – Services for Persons Living with HIV

Reclassify a 1.00 FTE Program Specialist to a 1.00 FTE Program Specialist Senior, position 713271, in the Director's Office of the Health Department. Class Comp approved the reclassification effective 11/08/2013 (reclassification #2493). The primary purpose of this position is to serve as a lead for developing the internal structure for the Health Equity Initiative (HEI) in order to institutionalize equity with a focus on racial and ethnic disparities. This position will provide subject matter expertise on health equity, oversee multiple Equity and Empowerment Lens application projects, develop and deliver department wide trainings, develop program policies, and advise senior management. This change impacts program offer 40045 – Health Equity Initiative (Racial Justice Focus)

Reclassify a 1.00 FTE Nutrition Assistant to a 1.00 FTE Dietitian (Nutritionist) position 704412, in the Community Health Services Division of the Health Department. Class Comp approved the reclassification effective 7/1/2014 (reclassification #2502). This position will work within the Women, Infants, and Children (WIC) program providing WIC certification, nutritional counseling and care plans to WIC's high risk clients. This position will be responsible for performing anthropometric measurements and HGB testing, assessing nutritional medical needs and providing dietary counseling, assigning appropriate food packages and medical formula, providing breast feeding education and support, and developing and updating WIC nutrition education class lesson plans and class materials. This change impacts program offer 40018 – Women, Infants, and Children (WIC)

Reclassify a 1.00 FTE Research Evaluation Analyst Senior to a 1.00 FTE Project Manager, position 709101, in the Public Health and Community Initiatives Division of the Health Department. Class Comp approved the reclassification effective 12/18/2013 (reclassification #2521). This position is responsible for negotiating the contract and managing the Healthy Columbia Willamette Collaborative, a stand-alone project involving fifteen hospitals, four public health departments, and

two coordinated care organizations operating in Multnomah County, Clackamas County, Washington County and Clark County. This position is responsible for developing the vision, scope and outcome of the project and master plan, managing all aspects of the multi-year project, overseeing several matrixed teams and assigning work, and staying current on Federal, State, and local requirements and adjusting the plan accordingly.

This change impacts program offer 40035 – Health Assessment, Planning and Evaluation

Reclassify a 0.45 FTE Office Assistant 2 to a 0.45 FTE Health Assistant 1, position 702456, in the Community Health Services Division of the Health Department. Class Comp approved the reclassification effective 9/3/2014 (reclassification #2556). This position will be responsible for collecting data, performing data entry, verifying communicable disease reports, monitoring electronic lab reports, determining if referral to a Community Health Nurse (CHN) is necessary, and will field calls from providers and the general public on reportable and non-reportable conditions. Additionally, this position will provide clerical assistance to the Occupational Health CHN.

This change impacts program offer 40010A – Communicable Disease Prevention and Control

Reclassify a 1.00 FTE Manager 2 to a 1.00 FTE Program Manager 1, position 714506, in the Integrated Clinical Services Division of the Health Department. Class Comp approved the reclassification effective 7/17/2014 (reclassification #2558). This position is requested for reclassification as a result of reorganization. This position will manage, direct, organize, and evaluate the activities of the Rockwood Health Center, and be responsible for developing plans to achieve program objectives and operational goals; recruiting, hiring, training, and evaluating clinic staff; preparing, monitoring and revising the operating budget. This position will also evaluate and ensure the quality of services provided, and serve as a liaison to the community and other organizations.

This change impacts program offer 40029 – Rockwood Community Health Clinic

Reclassify a 1.00 FTE Nursing Supervisor to a 1.00 FTE Program Manager 1, position 706185, in the Integrated Clinical Services Division of the Health Department. Class Comp approved the reclassification effective 7/17/2014 (reclassification #2559). This position is requested for reclassification as a result of reorganization. This position will manage, direct, organize, and evaluate the activities of La Clinica de Buena Salud Clinic, and be responsible for developing plans to achieve program objectives and operational goals; recruiting, hiring, training, and evaluating clinic staff; preparing, monitoring and revising the operating budget. This position will also evaluate and ensure the quality of services provided, and serve as a liaison to the community and other organizations.

This change impacts program offer 40026 – La Clinica de Buena Salud

Reclassify a 1.00 FTE Health Educator to a 1.00 FTE Clinical Services Specialist, position 716575, in the Integrated Clinical Services Division of the Health Department. Class Comp approved the reclassification effective 8/1/2014 (reclassification #2561). The primary purpose of this position is to perform advanced, comprehensive social work involving assessment and analysis of complex, psycho-social needs of patients. This position is responsible for conducting assessments, evaluating issues affecting client's participation and HIV medication adherence, and developing action plans to resolve persistent problems. This position will provide comprehensive, team-based case management in coordination with the client's medical provider and clinic staff, arranging for care, advocating for patients, providing support, and assisting and consulting with family members, case managers, and outside agencies.

This change impacts program offer 40012 – Services for Persons Living with HIV

Reclassify a 1.00 FTE Finance Manager Senior to a 1.00 FTE Deputy Director, position 707378, in the Director's Office of the Health Department. Class Comp approved the reclassification effective 7/25/2014 (reclassification #2571). The primary purpose of this position is to provide direction and oversight of Operational and Financial functions for the Health Department, including Budget, Finance, Business Services, Program Design and Evaluation Services, Department Strategic Plan,

and Communications. This position will be responsible for managing staff, planning and leading cross-departmental leadership and management meetings and events, serving as the acting Director during periods of the Director's absence, representing the department on cross-County committees and task forces, and preparing content for presentations to all levels of government. This change impacts program offer 40040 – Business and Quality – Financial Services and Operations

Reclassify a 0.40 FTE Health Educator to a 0.40 FTE Program Specialist, position 715686, in the Public Health and Community Initiatives Division of the Health Department. Class Comp approved the reclassification effective 2/6/2014 (reclassification #2590). The primary purpose of this position is to develop, implement, monitor, and provide ongoing research and evaluation for Community Capacitation Center projects. This position is responsible for developing and coordinating new community-based initiatives and collaborations between partners; developing program descriptions, policies, procedures, budgets, and systems; and recommending policies goals and objectives for programs.

This change impacts program offer 40038 – 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 716629 to a Finance Specialist Senior increased budgeted personnel cost by \$21,756 because the step at which the Finance Specialist Senior is budgeted is higher than the step at which the Health Information Technician is budgeted. The increase in cost is offset by a decrease in supplies, travel and training, and repairs and maintenance for no net fiscal impact this fiscal year.

The reclassification of position 714527 to a Nursing Supervisor is budget neutral as the current budgeted pay for the position falls within the pay scale of the new classification.

The reclassification of position 714880 to a Program Specialist Senior increased budgeted personnel cost by \$11,623 because the step at which the Program Specialist Senior is budgeted is higher than the step at which a Program Specialist is budgeted. The increase in cost is offset by a decrease in supplies, travel and training, and local travel/mileage for no net fiscal impact this fiscal year.

The reclassification of position 716512 to an Administrative Analyst (represented) increased budgeted personnel cost by \$4,140 because the step at which the represented Administrative Analyst is budgeted is higher than the step at which a non represented Administrative Analyst is budgeted. The increase in cost is offset by a decrease in supplies, printing, and travel and training for no net fiscal impact this fiscal year.

The reclassification of position 713271 to a Program Specialist Senior increased budgeted personnel cost by \$4,861 because the step at which the Program Specialist Senior is budgeted is higher than the step at which a Program Specialist is budgeted. The increase in cost is offset by a decrease in supplies, repairs and maintenance, and printing for no net fiscal impact this fiscal year.

The reclassification of position 704412 to a Dietitian (Nutritionist) increased budgeted personnel cost by \$13,467 because the step at which the Dietitian (Nutritionist) is budgeted is higher than the step at which a Nutrition Assistant is budgeted. The increase in cost is offset by a decrease in supplies, temporary, non base fringe, and non base insurance for no net fiscal impact this fiscal year.

The reclassification of position 709101 to a Project Manager is budget neutral as the current budgeted pay for the position falls within the pay scale of the new classification.

The reclassification of position 702456 to a Health Assistant 1 is budget neutral as the current budgeted pay for the position falls within the pay scale of the new classification.

The reclassification of position 714506 to a Program Manager 1 decreased budgeted personnel cost by \$6,399 because the step at which the Program Manager 1 is budgeted is lower than the step at which a Manager 2 is budgeted. The decrease in cost is offset by an increase in supplies for no net fiscal impact this fiscal year.

The reclassification of position 706185 to a Program Manager 1 is budget neutral as the current budgeted pay for the position falls within the pay scale of the new classification.

The reclassification of position 716575 to a Clinic Services Specialist increased budgeted personnel cost by \$9,875 because the step at which the Clinic Services Specialist is budgeted is higher than the step at which a Health Educator is budgeted. The increase in cost is offset by a decrease in premium, temporary, non base fringe, and non base insurance for no net fiscal impact this fiscal year.

The reclassification of position 707378 to a Deputy Director is budget neutral as the current budgeted pay for the position falls within the pay scale of the new classification.

The reclassification of position 715686 to a Program Specialist increased budgeted personnel cost by \$840 because the step at which the Program Specialist is budgeted is higher than the step at which a Health Educator is budgeted. The increase in cost is offset by a decrease in 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

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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 increase by \$43,551
- Salary related expense budget will increase by \$13,455
- Insurance benefits budget will increase by \$3,157
- Temporary personnel budget will decrease by \$17,489
- Premium budget will decrease by \$2,091
- Non Base Fringe budget will decrease by \$2,776
- Non Base Insurance budget will decrease by \$453
- Printing budget will decrease by \$2,900
- Repairs and Maintenance budget will decrease by \$2,611
- Supplies budget will decrease by \$5,282
- Travel and Training budget will decrease by \$25,813
- Local Travel and Mileage budget will decrease by \$750

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 716629, 714527, 714880, 716512, 713271, 704412, 709101, 702456, 714506, 706185, 716575, 707378, and 715686 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 Health Information Technician to a 1.00 FTE Finance Specialist Senior, position 716629, in the Integrated Clinical Services Division of the Health Department. Class Comp approved #2457.
- Reclassify a 1.00 FTE Program Supervisor to a 1.00 FTE Nursing Supervisor, position 714527, in the Community Health Services Division of the Health Department. Class Comp approved #2472.
- Reclassify a 1.00 FTE Program Specialist to a 1.00 FTE Program Specialist Senior, position 714880, in the Integrated Clinical Services Division of the Health Department. Class Comp approved #2488.
- Reclassify a 0.50 FTE Administrative Analyst (non-represented) to a 0.50 FTE Administrative Analyst, position 716512, in the Community Health Services Division of the Health Department. Class Comp approved #2489.
- Reclassify a 1.00 FTE Program Specialist to a 1.00 FTE Program Specialist Senior, position 713271, in the Director's Office of the Health Department. Class Comp approved #2493.
- Reclassify a 1.00 FTE Nutrition Assistant to a 1.00 FTE Dietitian (Nutritionist) position 704412, in the Community Health Services Division of the Health Department. Class Comp approved #2502.
- Reclassify a 1.00 FTE Research Evaluation Analyst Senior to a 1.00 FTE Project Manager, position 709101, in the Public Health and Community Initiatives Division of the Health Department. Class Comp approved #2521.
- Reclassify a 0.45 FTE Office Assistant 2 to a 0.45 FTE Health Assistant, position 702456, in the Community Health Services Division of the Health Department. Class Comp approved #2556.
- Reclassify a 1.00 FTE Manager 2 to a 1.00 FTE Program Manager 1, position 714506, in the Integrated Clinical Services Division of the Health Department. Class Comp approved reclassification #2558.
- Reclassify a 1.00 FTE Nursing Supervisor to a 1.00 FTE Program Manager 1, position 706185, in the Integrated Clinical Services Division of the Health Department. Class Comp approved #2559.

- Reclassify a 1.00 FTE Health Educator to a 1.00 FTE Clinical Services Specialist, position 716575, in the Integrated Clinical Services Division of the Health Department. Class Comp approved #2561).
- Reclassify a 1.00 FTE Finance Manager Senior to a 1.00 FTE Deputy Director, position 707378, in the Business Services Division of the Health Department. Class Comp approved #2571.
- Reclassify a .040 FTE Health Educator to a 0.40 FTE Program Specialist, position 715686, in the Public Health and Community Initiatives Division of the Health Department. Class Comp approved #2590.

**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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<b>Elected Official or Dept. Director:</b> _____	<b>Date:</b> _____
<b>Budget Analyst:</b> _____	<b>Date:</b> _____
<b>Department HR:</b> _____	<b>Date:</b> _____
<b>Countywide HR:</b> _____	<b>Date:</b> _____