



# 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-29-16: Authorizing one position reclassification within the Health Department**

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

Time Needed: N/A - Consent

Department: 40 - Health Department

Division: Mental Health & Addiction 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 one position. This change will not impact the Health Department's total FTE for FY 2016.

### 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 Office Assistant 2, position 702495, in the Mental Health and Addiction Services Division of the Health Department. Class Comp approved the reclassification effective 3/1/16 (reclassification #3306). This position is responsible for data entry into software systems to meet client reporting requirements to support various work units within MHASD; performing general administrative work; maintaining, updating, and verifying the accuracy of data for a variety of reports and files; entering and reconciling data in various systems; responding to questions from clinical staff regarding policies and procedures; scanning documents into the document management software program; maintaining records including assembly, retrieval, filing, and archiving of all client records, both paper and electronic; performing quality assurance on scanned documents prior to commitment into EHR; providing notary duties as needed; and providing back up front office support, ordering supplies, stocking supplies, and acting as the purchasing liaison.

This change impacts program offers 40065 – Mental Health & Addiction Services Administration

and 40067 – Medical Records for MHASD

**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 702495 to an Office Assistant 2 decreased budgeted personnel cost by \$9,380, because the step at which the Office Assistant 2 is budgeted is lower than the step at which the Health Information Technician 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 \$6,182
- Salary related expense budget will decrease by \$2,750
- Insurance benefits budget will decrease by \$448
- Temporary personnel budget will increase by \$6,182
- Non Base Fringe budget will increase by \$2,750
- Non Base Insurance budget will increase by \$448

**8. What do the changes accomplish?**

Change of classification for position 702495 better fits the duties of the position 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 Office Assistant 2, position 702495, in the Mental Health and Addiction Services Division of the Health Department. Class Comp approved #3306.

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