



# 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-38-17: Authorizing reclassification of OA Sr. and Program Supervisor within the Health Department**

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

Department: 40 - Health Department Division: Public Health

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 1.00 FTE Program Supervisor to a 1.00 FTE Manager 1, position 715406, in the Public Health Division of the Health Department. Class Comp approved the reclassification effective 7/4/16 (reclassification #3653). This position is responsible for developing plans for achieving program objectives and operational goals; recommending revisions to policies and procedures by evaluating their impact on program, section, or unit activities in order to increase the effectiveness of operations; providing strategic direction by developing, defining, and conceptualizing new opportunities or partnerships; monitoring, managing, and working in collaboration to improve the efficiency of support services; managing and developing data and technology supports to guide all programmatic decisions for MCFH programs; serving as a member of the strategic decision-making group; assisting in the development of strategic plans; implementing and managing operational plans; contributing to the development and implementation of organizational strategies, policies, and practices; managing the preparation and execution of contracts and grants; developing, implementing, monitoring, and evaluating programs and projects; monitoring and participating in the development and administration of the budget;

advising department and division directors on policy and organizational issues; recruiting, hiring, motivating, coaching, and evaluating staff; working with staff to correct deficiencies; providing training for staff; and initiating and implementing personnel actions.

This change impacts program offer 40054 – Nurse Family Partnership

Reclassify a 1.00 FTE Office Assistant Senior to a 1.00 FTE Administrative Specialist, position 710462, in the Mental Health and Addiction Services Division of the Health Department. Class Comp approved the reclassification effective 7/4/16 (reclassification #3656). This position is responsible for providing administrative and technical support; scheduling and rearranging the manager's time including prioritizing appointments, events, and planning activities; triaging requests and responding to urgent and confidential requests; screening emails, visitors, and mail; responding to sensitive requests for information and assistance on behalf of the manager; participating and assisting in the administration of the office, including ordering and maintaining supplies; evaluating operations and activities within the assigned area; recommending organizational or procedural improvements and modifications; preparing various reports on operations and activities; planning and coordinating meetings, conferences, and trainings; and maintaining calendars for use of public facilities.

This change impacts program offer 40085 – Adult Addictions Treatment Continuum

**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 715406 to a Manager 1 is budget neutral, because the current budgeted pay for the position falls within the pay-scale of the new classification.

The reclassification of position 710462 to an Administrative Specialist increased budgeted personnel cost by \$2,091, because the step at which the Administrative Specialist is budgeted is higher than the step at which the Office Assistant Senior is budgeted. The increase in cost is offset by a decrease in Pass-Thru & Program Support, 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 \$1,456
- Salary related expense budget will increase by \$530
- Insurance benefits budget will increase by \$105
- Pass-Thru & Program Support budget will decrease by \$2,091

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 715406 and 710462 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 1.00 FTE Program Supervisor to a 1.00 FTE Manager 1, position 715406, in the Public Health Division of the Health Department. Class Comp approved #3653.

Reclassify a 1.00 FTE Office Assistant Senior to a 1.00 FTE Administrative Specialist, position 710462, in the Mental Health and Addiction Services Division of the Health Department. Class Comp approved #3656.

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