



**Multnomah County  
Agenda Placement Request  
Budget Modification**  
(FY 2018)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # C.2 DATE 12/14/17  
MARINA BAKER, ASST BOARD CLERK

**Board Clerk Use Only**

Meeting Date: 12/14/17  
Agenda Item #: C.2  
Est. Start Time: 9:30 am  
Date Submitted: 12/29/17

**Agenda Title: BUDGET MODIFICATION # HD-28-18: Authorizing two position reclassifications within the Health Department**

Requested Meeting Date: 12/14/2017 Time Needed: N/A Consent  
Department: 40 - Health Department Division: Integrated Clinical Services  
Contact(s): Angel Landrón-González, Budget & Finance Manager  
Phone: (503) 988-7438 Ext. 87438 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 two positions. This change will not impact the Health Department's total FTE for FY 2018.

**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 Licensed Community Practical Nurse to a 1.00 FTE Medical Assistant, position 716703, in the Integrated Clinical Services Division of the Health Department. Class Comp approved the reclassification effective 12/18/17 (reclassification #3912). This position will obtain vital signs, conduct appropriate screenings, and collect data from patients; prepare patients for exams and procedures, including equipment setup and specimen collection; perform provider ordered examinations and procedures; order labs tests, draw blood, and administer immunizations and injections as directed; maintain clinical instruments and equipment; order materials and supplies; complete referral paperwork and assist clients with scheduling tests and appointments; provide patient education; and support front desk coverage as needed. This change impacts program offer 40027 – Southeast Health Clinic.

Reclassify a 0.75 FTE Licensed Community Practical Nurse to a 0.75 FTE Medical Assistant, position 701377, in the Integrated Clinical Services Division of the Health Department. Class Comp approved the reclassification effective 1/1/18 (reclassification #3911). This position is responsible

for providing clinical support to the provider team and working closely with physicians, providers, and other team members to help ensure high quality patient care. This position will obtain vital signs, conduct appropriate screenings, and collect data from patients; prepare patients for exams and procedures, including equipment setup and specimen collection; perform provider ordered examinations and procedures; order labs tests, draw blood, and administer immunizations and injections as directed; maintain clinical instruments and equipment; order materials and supplies; complete referral paperwork and assist clients with scheduling tests and appointments; provide patient education; and support front desk coverage as needed.

This change impacts program offer 40024 – School Based Health Centers.

**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 716703 to a Medical Assistant decreased budgeted personnel cost by \$8,856, because the step at which the Medical Assistant is budgeted is lower than the step at which the Licensed Community Practical Nurse 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.

The reclassification of position 701377 to a Medical Assistant decreased budgeted personnel cost by \$11,791, because the step at which the Medical Assistant is budgeted is lower than the step at which the Licensed Community Practical Nurse 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 position 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 \$14,753
- Salary related expense budget will decrease by \$6,243

- Insurance benefits budget will increase by \$349
- Temporary budget will increase by \$15,800
- Non Base Fringe budget will increase by \$3,922
- Non Base Insurance budget will increase by \$925

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 716703, and 701377 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 Licensed Community Practical Nurse to a 1.00 FTE Medical Assistant, position 716703, in the Integrated Clinical Services Division of the Health Department. Class Comp approved #3912.

Reclassify a 0.75 FTE Licensed Community Practical Nurse to a 0.75 FTE Medical Assistant, position 701377, in the Integrated Clinical Services Division of the Health Department. Class Comp approved #3911.

**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:** Wendy Lear/s/

**Date:** 12/29/2017

**Budget Analyst:** Mike Paruszkiewicz/s/

**Date:** 12/4/2017

**Department HR:** Holly Calhoun/s/

**Date:** 11/28/2017

**Countywide HR:** Travis Graves/s/

**Date:** 12/1/2017

### Exp/Rev/FTE - Budget Modification

Budget Year: 2018

Budget Modification: HD-28-18

#### 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	40024-18	10010	40-45	0030	44585-10-10010	60000 - Permanent	183,212	174,827	(8,385)	
2	40024-18	10010	40-45	0030	44585-10-10010	60100 - Temporary	12,026	21,458	9,432	
3	40024-18	10010	40-45	0030	44585-10-10010	60130 - Salary Related Expns	67,765	63,557	(4,208)	
4	40024-18	10010	40-45	0030	44585-10-10010	60135 - Non Base Fringe	1,018	2,905	1,887	
5	40024-18	10010	40-45	0030	44585-10-10010	60140 - Insurance Benefits	39,773	40,575	802	
6	40024-18	10010	40-45	0030	44585-10-10010	60145 - Non Base Insurance	223	695	472	
<b>10010 Total</b>										<b>0</b>
<b>40-45 Total</b>										<b>0</b>
<b>Program Offer Number 40024-18 Total</b>										<b>0</b>
7	40027-18	10010	40-70	0030	47700-00-10010	60000 - Permanent	75,645	69,277	(6,368)	
8	40027-18	10010	40-70	0030	47700-00-10010	60100 - Temporary	14,110	20,478	6,368	
9	40027-18	10010	40-70	0030	47700-00-10010	60130 - Salary Related Expns	28,944	26,909	(2,035)	
10	40027-18	10010	40-70	0030	47700-00-10010	60135 - Non Base Fringe	2,218	4,253	2,035	
11	40027-18	10010	40-70	0030	47700-00-10010	60140 - Insurance Benefits	29,649	29,196	(453)	
12	40027-18	10010	40-70	0030	47700-00-10010	60145 - Non Base Insurance	261	714	453	
<b>10010 Total</b>										<b>0</b>
<b>40-70 Total</b>										<b>0</b>
<b>Program Offer Number 40027-18 Total</b>										<b>0</b>
13	72020-18	3500	72-80	0020	705210	50316 - Svc Rmb Med/Dental	(81,243,601)	(81,244,875)	(1,274)	
14	72020-18	3500	72-80	0020	705210	60330 - Claims Paid	7,526,350	7,527,624	1,274	
<b>3500 Total</b>										<b>0</b>

Exp/Rev/FTE - Budget Modification

Budget Year: 2018

Budget Modification: HD-28-18

Line No.	Program Offer Number	Fund Code	Fund Center	Func. Area	Cost Object	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
	72-80 Total									0
	Program Offer Number 72020-18 Total									0

## Exp/Rev/FTE - Budget Modification

Budget Year: 2018

Budget Modification: HD-28-18

### 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
701377	6012	Clinic Medical Assistant	67037	10010	44585-10-10010	0.75	28,762	9,186	13,742	51,690
701377	6303	Licensed Comm Practical Nurse	67037	10010	44585-10-10010	(0.75)	(45,533)	(17,603)	(12,137)	(75,273)
716703	6012	Clinic Medical Assistant	66830	10010	47700-00-10010	1.00	38,350	12,248	18,322	68,920
716703	6303	Licensed Comm Practical Nurse	66830	10010	47700-00-10010	(1.00)	(50,641)	(16,175)	(19,196)	(86,012)
<b>Total Annualized Changes:</b>						<b>0.00</b>	<b>(\$29,062)</b>	<b>(\$12,344)</b>	<b>\$731</b>	<b>(\$40,675)</b>

### 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				
Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
701377	6012	Clinic Medical Assistant	67037	10010	44585-10-10010	0.38	14,381	4,593	6,871	25,845
701377	6303	Licensed Comm Practical Nurse	67037	10010	44585-10-10010	(0.38)	(22,766)	(8,801)	(6,069)	(37,636)
716703	6012	Clinic Medical Assistant	66830	10010	47700-00-10010	0.50	19,175	6,124	9,161	34,460
716703	6303	Licensed Comm Practical Nurse	66830	10010	47700-00-10010	(0.50)	(25,543)	(8,159)	(9,614)	(43,316)
<b>Total Current FY Changes:</b>						<b>0.00</b>	<b>(\$14,753)</b>	<b>(\$6,243)</b>	<b>\$349</b>	<b>(\$20,647)</b>