



**MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST
BUDGET MODIFICATION**

(Revised: 09/23/13)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C.2 DATE 1-9-14
LYNDA GROW, BOARD CLERK

Board Clerk Use Only

Meeting Date: 1/9/14
Agenda Item #: C.2
Est. Start Time: 9:30 am
Date Submitted: 12.13.14

Agenda Title: BUDGET MODIFICATION # HD-14-09 authorizing three position re-classifications within various divisions of the Health Department.

Note: if Contingency, use that form. If item other than a BudMod, please use different APR. : Title should not be more than 2 lines but sufficient to describe the action requested.

Requested Meeting Date: January 9, 2014 **Time Needed:** N/A - Consent

Department: Health Department **Division:** Community Capacitation Center, Integrated Clinical Service, & Human Resources

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 three positions. This change will not impact the Health Department's total FTE for FY2014.

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 Manager 1 to a 1.00 FTE Principal Investigator, position 701080, in the Health Department Community Capacitation Center. Class Comp approved the reclassification effective 03/03/2013 (reclassification #2311). The duties and responsibilities of this position have gradually changed and now most closely align with the Principal Investigator classification, providing oversight of research/evaluation projects with overall professional responsibility for project design, methodology, implementation, and completion.

This change impacts program offer 40038—Health Promotion and Community Capacity

Building.

Reclassify a 0.46 FTE Community Health Specialist 2 to a 0.46 FTE Office Assistant 2, position 708781, in the Integrated Clinical Services Division of the Health Department. Class Comp approved the reclassification effective 10/29/2013 (reclassification #2363). The primary purpose of this reclassified position is to support the Baby Day Program through a variety of administrative and programmatic duties and responsibilities. This position will schedule visits for the Baby Day Program; verify insurance status; coordinate referrals for children identified as needing urgent or immediate dental care; maintain the referral spreadsheet; assist with processing and preparing sealant permission slips; maintain spreadsheets and data regarding oral health presentations and fluoride distribution/usage; assist with preparing reports; help mentor interns and students; and provide support for Baby Day events including setting-up, checking in of patients, and reappointing patients.

This change impacts program offer 40017—Dental Services

Reclassify a 0.90 FTE Human Resources Technician to a 0.90 FTE Human Resources Analyst 2, position 707806, in the Business and Quality Division of the Health Department. Class Comp approved the reclassification effective 05/04/2013 (reclassification #2368). The duties and responsibilities of this position have gradually changed. This position is currently responsible for providing advanced technical support to Health Department service areas including independently creating training material; functioning as the Health Department's lead administrator for the Learning Management System; utilizing specialized authoring software for the creation of training content; consulting with service areas and assisting with the incorporation of adult learning principals and activities into the design of training materials placed in Health Stream; providing recommendations for changes to policies, procedures, and continuous improvement activities; creating surveys and processes to evaluate training programs and other organizational and staff development activities.

This change impacts program offer 40039—Business and Quality – Human Resources and Training.

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 701080 to a Principal Investigator is budget neutral as the current budgeted pay for the position falls within the pay scale of the new classification.

The reclassification of position 708781 to an Office Assistant 2 decreased budgeted personnel cost by \$3,375 because the step at which the Community Health Specialist 2 is budgeted is higher than the step at which an Office Assistant 2 is budgeted. The decrease in cost is offset by an increase in drugs for no net fiscal impact this fiscal year.

The reclassification of position 707806 to a Human Resources Analyst 2 is budget neutral as the current budgeted pay for the position falls within the pay scale of the new

classification.

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 and/or other government participation that has or will take place.

N/A

Budget Modification

If the request is a **Budget Modification**, please answer **all** of the following in detail:

- **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.

- **What budgets are increased/decreased?**

The Health Department's budget will have the following changes:

- Permanent personnel budget will decrease by \$2,371
- Salary related expense budget will decrease by \$826
- Insurance benefits budget will decrease by \$178
- Drugs budget will increase by \$3,375

These changes will have no financial impact on the budget and do not change the Health Department's total FTE.

- **What do the changes accomplish?**

Changes of classification for positions 701080, 708781, and 707806 better fit the duties of these positions as determined by the Class/Comp Unit of Central Human Resources.

- **Do any personnel actions result from this budget modification? Explain.**

- Reclassify a 1.00 FTE Program Manager 1 to a 1.00 FTE Principal Investigator, position 701080, in the Health Department Community Capacitation Center. Class Comp approved #2311.
- Reclassify a 0.46 FTE Community Health Specialist 2 to a 0.46 FTE Office Assistant 2, position 708781, in the Integrated Clinical Services Division of the Health Department. Class Comp approved #2363.
- Reclassify a 0.90 FTE Human Resources Technician to a 0.90 FTE Human Resources Analyst 2, position 707806, in the Business and Quality Division of the Health Department. Class Comp approved #2368.

- **If a grant, is 100% of the central and department indirect recovered? If not, please explain why.**

N/A

- **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

- 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 (i.e. cash match, in kind match, reporting requirements etc)?

N/A

NOTE: Attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.

Required Signatures

Elected Official or Dept Director: KaRin Johnson for Joanne Fuller **Date:** 12/10/13

Budget Analyst: Althea Gregory /s/ **Date:** 12/13/13

Department HR: Kathleen Fuller-Poe /s/ **Date:** 11/26/2013

Countywide HR: Karie M. Miller /s/ **Date:** 12/11/13

Note: Please submit electronically. Insert names of your approvers followed by /s/ - we no longer use actual signatures. Please date each signature. Use "n/a" when signature not applicable.

Budget Modification ID: **HD-14-09**

EXPENDITURES & REVENUES

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with SAP.

Budget/Fiscal Year: 2014

Line No.	Fund Center	Fund Code	Program #	Func. Area	Accounting Unit			Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description	
					Internal Order	Cost Center	WBS Element						
1	40-60	10010	40017	0030			46150-00-10010	60000	177,333	174,962	(2,371)	Increase Permanent	
2	40-60	10010	40017	0030			46150-00-10010	60130	61,902	61,076	(826)	Increase Salary Related Expns	
3	40-60	10010	40017	0030			46150-00-10010	60140	51,855	51,677	(178)	Increase Insurance Benefits	
4	40-60	10010	40017	0030			46150-00-10010	60310	56,000	59,375	3,375	Increase Drugs	
5									-	-			
6	72-80	3500		0020		705210		50316	-	178	178	Insurance Revenue	
7	72-80	3500		0020		705210		60330	-	(178)	(178)	Offsetting Expenditure	
8													
9													
10													
11													
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29													
											0	0	Total - Page 1
											0	0	GRAND TOTAL

ANNUALIZED PERSONNEL CHANGE

Change on a full year basis even though this action affects only a part of the fiscal year (FY).

							ANNUALIZED			
Fund	Job #	HR Org	CC/WBS/IO	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
1000	9615	62750	44708-GF	PROGRAM MANAGER 1	701080	(1.00)	(81,529)	(28,429)	(20,267)	(130,225)
1000	9798	62750	44708-GF	PRINCIPAL INVESTIGATOR	701080	1.00	81,529	28,429	20,267	130,225
10010	6047	66631	46150-00-10010	COMMUNITY HEALTH SPECIALIST 2	708781	(0.46)	(21,486)	(7,492)	(9,748)	(38,726)
10010	6001	66631	46150-00-10010	OFFICE ASSISTANT 2	708781	0.46	17,894	6,240	9,479	33,613
1000	9061	63188	409305	HUMAN RESOURCES TECHNICIAN	707806	(0.90)	(46,344)	(16,160)	(17,628)	(80,132)
1000	9670	63188	409305	HUMAN RESOURCES ANALYST 2 (NR)	707806	0.90	46,344	16,160	17,628	80,132
										0
										0
										0
										0
TOTAL ANNUALIZED CHANGES						0.00	(3,592)	(1,252)	(269)	(5,113)

CURRENT YEAR PERSONNEL DOLLAR CHANGE

Calculate costs/savings that will take place in this FY; these should explain the actual dollar amounts being changed by this Bud Mod.

							CURRENT YEAR			
Fund	Job #	HR Org	CC/WBS/IO	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
1000	9615	62750	44708-GF	PROGRAM MANAGER 1	701080	(1.00)	(81,529)	(28,429)	(20,267)	(130,225)
1000	9798	62750	44708-GF	PRINCIPAL INVESTIGATOR	701080	1.00	81,529	28,429	20,267	130,225
10010	6047	66631	46150-00-10010	COMMUNITY HEALTH SPECIALIST 2	708781	(0.30)	(14,181)	(4,945)	(6,434)	(25,559)
10010	6001	66631	46150-00-10010	OFFICE ASSISTANT 2	708781	0.30	11,810	4,118	6,256	22,185
1000	9061	63188	409305	HUMAN RESOURCES TECHNICIAN	707806	(0.90)	(46,344)	(16,160)	(17,628)	(80,132)
1000	9670	63188	409305	HUMAN RESOURCES ANALYST 2 (NR)	707806	0.90	46,344	16,160	17,628	80,132
										0
										0
										0
										0
TOTAL CURRENT FY CHANGES						0.00	(2,371)	(826)	(178)	(3,375)

FM Side			PS/CO Side			Cost Element/ Commitment Item	Notes
FM Fund Center	FM Fund Code	Functional Area	Internal Order	Cost Center	WBS Element		
General Fund Contingency				9500001000		60470	Reduce available General Fund Contingency
19	1000	0020		xxx	xxx	xxxxx	Increase Expenditure
xx-xx	xxxxx	0020					
Indirect							
Central							
xx-xx	xxxxx				xxx	60350	Indirect Expenditure
19	1000	0020		9500001000		50310	Indirect reimbursement revenue in General Fund
19	1000	0020		9500001000		60470	CGF Contingency expenditure
Departmental							
xxx	xxxxx			xxx	xxx	60355	Indirect Department Expenditure
xx-xx	1000			xxx	xxx	50370	Indirect Dept reimbursement revenue in General Fund
xx-xx	1000			xxx	xxx	xxx	Off setting Dept expenditure in General Fund
Telecommunications							
xx-xx	xxxxx				xxx	60370	Departmental telecommunication expenditure
78-70	3503	0020		709525		50310	Budgets receipt of reimbursement
78-70	3503	0020		709525		60200	Budgets offsetting expenditure in telecommunications fund
Data Processing							
xx-xx	xxxxx				xxx	60380	Departmental data processing expenditures
78-70	3503	0020		709599		50310	Budgets receipt of Data Processing reimbursement
78-70	3503	0020		709599		60240	Budgets offsetting expenditures
Electronic Service Reimbursement							
xx-xx	xxxxx					60420	Departmental Electronics expenditure
78-60	3501	0020		904200		50310	Receipt of Electronics service reimbursement
78-60	3501	0020		904200		60240	Budgets offsetting expenditure
Motor Pool: Use this cost center if you are adding funds for motor pool use.							
xx-xx	xxxxx				xxx	60410	Departmental Motor Pool expenditure
78-30	3501	0020		904150		50310	Budgets receipt of Motor Pool service reimbursement
78-30	3501	0020		904150		60240	Budgets offsetting expenditure
Fleet: Use this cost center if you are adding funds for dedicated program cars.							
xx-xx	xxxxx				xxx	60410	Departmental Fleet expenditure
78-60	3501	0020		904100		50310	Budgets receipt of Fleet service reimbursement
78-60	3501	0020		904100		60240	Budgets offsetting expenditure
Building Management							
xx-xx	xxxxx				xxx	60430	Departmental Building Management expenditure
78-50	3505	0020		902575		50310	Budgets receipt of Building Management service reimbursement
78-50	3505	0020		902575		60170	Budgets offsetting expenditure
Insurance Service Reimbursement							
xx-xx	xxxxx					60140 or 60145	Departmental insurance expenditure
72-80	3500	0020		705210		50316	Insurance Revenue
72-80	3500	0020		705210		60330	Offsetting expenditure
Lease Payments to Capital Lease Retirement Fund							
xx-xx	xxxxx					60450	Departmental Capital Lease Retirement expenditure Contact your Budget Analyst to complete this.
Mail & Distribution							
xx-xx	xxxxx				xxx	60460	Mail & Distribution expenditure
78-20	3504	0020		904400		50310	Budgets receipt of service reimbursement
78-20	3504	0020		904400		60230	Budgets offsetting expenditure
Records							
xx-xx	xxxxx				xxx	60460	Records expenditure
78-20	3504	0020		904500		50310	Budgets receipt of service reimbursement
78-20	3504	0020		904500		60240	Budgets offsetting expenditure

How are functional areas assigned to cost objects?

For the most part, functional area is related to what department has recorded the revenue or expenditure (i.e. the District Attorney is reported in Public Safety and Justice). There are some exceptions to this rule that require certain funds to be assigned to a particular functional area, regardless of what department the revenues or expenditures are recorded in.

Functional Area Assignments ~ Based on Fund		
Special Revenue Funds		
1501 - Road Fund	Road & Bridges	0080
1502 - Emergency Communications Fund	Community Services	0060
1503 - Bike Path Fund	Community Services	0060
1504 - Recreation Fund	Community Services	0060
1506 - County School Fund	Community Services	0060
1508 - Animal Control Fund	Community Services	0060
1509 - Willamette River Bridges Fund	Roads & Bridges	0080
1510 - Library Fund	Library	0070
1512 - Land Corner Preservation Fund	Roads & Bridges	0080
1518 - Oregon Historical Society Special Levy	Community Services	0060
1519 - Video Lottery	Community Services	0060
Capital Project Funds		
2504 - Building Project Fund	Community Services	0060
2507 - Capital Improvement Fund	Community Services	0060
2508 - Asset Acquisition Fund	Community Services	0060
2509 - Asset Preservation Fund	Community Services	0060
2511 - Sellwood Bridge Replacement	Roads & Bridges	0080
Enterprise Funds		
3000 - Dunthorpe-Riverdale Svc Dist #14 Fund	Dunthorpe-Riverdale Svc Dist #14	0500
3001 - Mid County Svc Dist #1 Fund	Mid County Svc Dist #1	0510
3002 - Behavioral Health Managed Care Fund	Behavioral Health Managed Care	0520

If a cost object is not in one of the funds listed above, then the functional area should be assigned based on the department that the cost object is in.

Functional Area Assignments ~ Based on Department (Fund Center)		
Non-Dept (10, except 10-50)	General Government	0020
Non-Dept CCFC (10-50)	Social Services	0040
District Attorney (15)	Public Safety & Justice	0050
Countywide (18 & 19)	General Government	0020
Human Services (20, 21, 25, 26, 30 & 31)	Social Services	0040
Health (40)	Health Services	0030
Community Justice (50)	Public Safety & Justice	0050
Sheriff's Office (60)	Public Safety & Justice	0050
County Management (72)	General Government	0020
County Assets (78)	General Government	0020
Library (80)	Library	0070
Community Services (91)	General Government	0020

If you have any questions or comments, please contact Susan Luce in General Ledger at ext. 22138.