



**Multnomah County
Agenda Placement Request
Budget Modification**

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS

AGENDA # C-4 DATE 3/19/15

MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 3/19/15

Agenda Item #: C.4

Est. Start Time: 9:30 am

Date Submitted: 3/4/15

**Agenda Title: BUDGET MODIFICATION # DCHS-49-15: Reclassification of a full-time FTE
Data Analyst to Data Analyst Senior in MHASD of DCHS**

Requested Meeting Date: 3/19/15

Time Needed: N/A (Consent)

Department: 25 - County Human Services

Division: Mental Health & Addiction
Services

Contact(s): Jacob Mestman

Phone: 503-988-8298 Ext. 88298 I/O Address 167/1/520

Presenter Name(s) & Title(s): N/A – Consent Agenda

General Information

1. What action are you requesting from the Board?

The Department of County Human Services requests approval of Budget Modification DCHS-49-15 which reclassifies position #704014 from a Data Analyst to a Data Analyst Senior per class comp request #2778.

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.

This budget modification reflects an HR Class/Comp decision on a reclassification request initiated by management in Program Offer #25053 - Quality Management & Protective Services. MHASD has seen an increased involvement with Regional Healthshare reporting requirements and the Decision Support reporting structure; as a result, this position requires more advanced skills in working in an advisory capacity. This position supports the planning, design, development, implementation, monitoring and evaluation of case rates, outpatient and inpatient authorizations, adjudication and payment systems. Duties include requirements gathering, report generation, and database maintenance, including analyzing data sources in order to confirm data elements meet report requirements, designing report format and presentation, creating testing plans and acting as liaison with IT to perform user acceptance testing, developing, maintaining and updating various reports and queries, designing and maintaining Access databases; investigate and resolve data, reporting, and system inconsistencies; act in advisory capacity, including consulting with internal

staff and external stakeholders regarding best practices and reporting methodology and participating with regional technical work groups; develop SQL coding to generate reports; and file transfer and data validation, including downloading and validating data for various reports.

The Human Resources Class/Comp unit reviewed the responsibilities of this position and concluded that the duties, responsibilities and qualifications best fit the Data Analyst Senior classification.

3. Explain the fiscal impact (current year and ongoing).

Program Offer #25053 - Quality Management & Protective Services will remain budget neutral as the position that is reclassified remains at the current rate of pay.

Subsequent fiscal year personnel merit and COLA increases and will be absorbed within the division's budget.

4. Explain any legal and/or policy issues involved.

N/A

5. Explain any citizen or other government participation.

N/A

Budget Modification

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 Revenue is being changed.

7. What budgets are increased/decreased?

The budget modification is budget neutral as no revenue or expenses are being changed.

8. What do the changes accomplish?

This budget modification implements the decision from HR Class/Comp to reclassify a full-time Data Analyst to a Data Analyst Senior per class comp request #2778.

9. Do any personnel actions result from this budget modification?

Yes. The approval of this budget modification will result in reclassifying a full-time Data Analyst to a Data Analyst Senior in Mental Health & Addiction Services Division as determined by the Class/Comp unit of Central Human Resources.

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

Required Signature

**Elected Official or
Dept. Director:** Liesl Wendt /s/

Date: 2/27/15

Budget Analyst: Jennifer Unruh /s/

Date: 3/4/15

Department HR: Chris Radzom /s/

Date: 2/24/15

Countywide HR: Susan Mullett /s/

Date: 2/27/15

Exp/Rev/FTE - Budget Modification

Budget Year: 2015

Budget Modification: DCHS-49-15

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	25053-15	3002	20-80	0040	MA SA QM DS XIX	60000 - Permanent	314,711	314,710	0	
2	25053-15	3002	20-80	0040	MA SA QM DS XIX	60130 - Salary Related Expns	100,758	100,758	0	
3	25053-15	3002	20-80	0040	MA SA QM DS XIX	60140 - Insurance Benefits	90,756	90,756	0	
3002 Total										0
20-80 Total										0
Program Offer Number 25053-15 Total										0

Exp/Rev/FTE - Budget Modification

Budget Year: 2015

Budget Modification: DCHS-49-15

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
704014	6073	Data Analyst	63307	3002	MA SA QM DS XIX	(1.00)	(65,421)	(21,510)	(18,568)	(105,499)
704014	6456	Data Analyst/Sr	63307	3002	MA SA QM DS XIX	1.00	63,720	20,951	18,453	103,125
Total Annualized Changes:						0.00	(\$1,701)	(\$559)	(\$115)	(\$2,375)

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
704014	6073	Data Analyst	63307	3002	MA SA QM DS XIX	(0.92)	(60,111)	(19,764)	(17,030)	(96,905)
704014	6456	Data Analyst/Sr	63307	3002	MA SA QM DS XIX	0.92	58,410	19,205	16,915	94,531
Total Current FY Changes:						0.00	(\$1,700)	(\$559)	(\$115)	(\$2,374)