



**MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST
BUDGET MODIFICATION**

(Revised: 09/23/13)

Board Clerk Use Only

Meeting Date: 1/9/14
Agenda Item #: C.1
Est. Start Time: 930 am
Date Submitted: 12/6/13

Agenda Title: **BUDGET MODIFICATION # HD-14-08 authorizing four 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

Community Health Services, Policy & Planning, & Human Resources

Department: Health Department **Division:** _____

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 four 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 Community Health Specialist 2 to a 1.00 FTE Health Educator, position 712989, in the Community Health Services Division of the Health Department. Class Comp approved the reclassification effective 09/10/2013 (reclassification #2313). This position is being reclassified due to changes in span of control, funding, and best practices which have resulted in a shift in responsibilities that include fewer Community Health Specialist 2 components of direct health education with individuals and groups. This position will be responsible for researching and recommending evidence based interventions utilizing health behavior theory, community empowerment models, and

popular education methodologies to reduce sexual health disparities; developing and evaluating sexuality education sessions, curriculum, and materials; reviewing and evaluating existing curriculum for accuracy and appropriateness and aligning health education with Oregon Department of Education Standards and grant-funded objectives. This change impacts program offer 40025—Adolescent Health Promotion.

Reclassify a 1.00 FTE Research Evaluation Analyst 2 to a 1.00 FTE Research Evaluation Analyst Senior, position 702028, in the Policy & Planning Division of the Health Department. Class Comp approved the reclassification effective 02/15/2013 (reclassification #2297). The duties and responsibilities of this position have gradually changed. This position is responsible for providing advanced level research, evaluation, and leadership for the Health Department quality programs and projects and serves as the Public Health Accreditation Coordinator, which includes providing leadership and project management to prepare, apply, and achieve National Public Health Accreditation status. In addition, the position is responsible for independently planning, designing, and performing complex quantitative and qualitative analysis and interpretation using software and statistical methodologies for short-term and multi-year projects.

This change impacts program offer 40035A—Health Assessment, Planning and Evaluation.

Reclassify a 1.00 FTE Research Evaluation Analyst 2 to a 1.00 FTE Research Evaluation Analyst Senior, position 714282, in the Policy & Planning Division of the Health Department. Class Comp approved the reclassification effective 02/15/2013 (reclassification #2298). The duties and responsibilities of this position have gradually changed. This position is responsible for planning, designing, and conducting complex assessments to evaluate the health impacts of programs, projects, and policies and develops innovative methodologies that employ quantitative and qualitative techniques and spatial analyses. In addition, this position is responsible for serving as lead in conducting analyses for department-wide population surveillance reports, serving on the Oregon/Multnomah County Health Institutional Review Board (IRB), collaborating with the Health Officer to develop IRB policies and providing technical assistance to staff applying for IRB approval, and identifying appropriate performance measures.

This change impacts program offer 40035A—Health Assessment, Planning and Evaluation.

Reclassify a 0.63 FTE Human Resources Analyst 2 to a 0.63 FTE Human Resources Analyst Senior, position 714917, in the Human Resources Division of the Health Department. Class Comp approved the reclassification effective 03/20/2013 (reclassification #2319). The duties and responsibilities of this position have gradually changed. This position is responsible for providing advance support to assigned customers on multiple human resources functional areas and performing complex work assignments independently—advising managers and supervisors in resolving employee conflicts, reviewing performance evaluations and making recommendations to managers when necessary, and coaching and orienting managers and supervisors on administering discipline. In addition, this position is responsible for providing advice to manager and supervisors on responding to various steps of the collective bargaining grievance process and serves as the subject matter expert for classification and compensation functions—including analysis of position descriptions and ensuring consistency and appropriateness of requests throughout the Health Department.

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 712989 to a Health Educator increased budgeted personnel cost by \$7,426 because the step at which a Health Educator is budgeted is higher than the step at which a Community Health Specialist 2 is budgeted. The increase in cost is offset by a decrease in supplies for no net fiscal impact this fiscal year.

The reclassification of position 702028 to a Research Evaluation Analyst Senior increased budgeted personnel cost by \$5,202 because the step at which the Research Evaluation Analyst Senior is budgeted is higher than the step at which a Research Evaluation Analyst 2 is budgeted. The increase in cost is offset by a decrease in printing, supplies, travel & training, software license/maintenance, and dues & subscriptions for no net fiscal impact this fiscal year.

The reclassification of position 714282 to a Research Evaluation Analyst Senior increased budgeted personnel cost by \$2,232 because the step at which the Research Evaluation Analyst Senior is budgeted is higher than the step at which a Research Evaluation Analyst 2 is budgeted. The increase in cost is offset by a decrease in printing, supplies, travel & training, software license/maintenance, and dues & subscriptions for no net fiscal impact this fiscal year.

The reclassification of position 714917 to a Human Resources Analyst Senior increased budgeted personnel cost by \$5,565 because the step at which the Human Resources Analyst Senior is budgeted is higher than the step at which a Human Resources Analyst 2 is budgeted. The increase in cost is offset by a decrease in professional services, repairs & maintenance, supplies, and travel & training 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 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 increase by \$14,430
- Salary related expense budget will increase by \$4,913
- Insurance benefits budget will increase by \$1,082
- Professional services budget will decrease by \$1,000
- Printing budget will decrease by \$1,500
- Repairs and maintenance budget will decrease by \$1,000
- Supplies budget will decrease by \$8,926
- Travel & training budget will decrease by \$4,065
- Software License/Maintenance budget will decrease by \$3,055
- Dues & subscriptions budget will decrease by \$879

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 712989, 702028, 714282, and 714917 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 Community Health Specialist 2 to a 1.00 FTE Health Educator, position 712989, in the Community Health Services Division of the Health Department. Class Comp approved #2313.
- Reclassify a 1.00 FTE Research Evaluation Analyst 2 to a 1.00 FTE Research Evaluation Analyst Senior, position 702028, in the Policy & Planning Division of the Health Department. Class Comp approved #2297.
- Reclassify a 1.00 FTE Research Evaluation Analyst 2 to a 1.00 FTE Research Evaluation Analyst Senior, position 714282, in the Policy & Planning Division of the Health Department. Class Comp approved #2298.
- Reclassify a 0.63 FTE Human Resources Analyst 2 to a 0.63 FTE Human Resources Analyst Senior, position 714917, in the Human Resources Division of the Health Department. Class Comp approved #2319.

- **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:** 12/03/13

Budget Analyst: Althea Gregory /s/ **Date:** 12/06/13

Department HR: Kathleen Fuller-Poe /s/ **Date:** 10/22/13

Countywide HR: Karie M. Miller /s/ **Date:** 12/06/13

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.