



# 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-37-15: Authorizing three position re-classifications within the Health Department

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

**Department:** 40 - Health Department **Division:** Integrated Clinical Services,  
Community Health Services,  
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 three positions. This change will not impact the Health Department's total FTE for FY 2015.

### 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 Office Assistant 2 to a 1.00 FTE Health Assistant 1, position 702628, in the Community Health Services Division of the Health Department. Class Comp approved the reclassification effective 6/1/2015 (reclassification #2861). This position will be responsible for providing overall front desk clerical support; answering phones and emails; explaining services and eligibility policies to patients; scheduling appointments and reminding clients of appointments; checking clients in and out; assembling, pulling, and filing client charts; making referrals to other programs or agencies; forecasting immunizations for children and adults; interviewing clients to collect information; coding vaccines and collecting fees for services; ordering office supplies; and performing time entry into SAP.

This change impacts program offer 40010A – Communicable Disease Prevention and Control

Reclassify a 0.75 FTE Program Technician to a 0.75 FTE Research Evaluation Analyst 1, position

707504, in the Public Health Division of the Health Department. Class Comp approved the reclassification effective 10/9/2014 (reclassification #2864). The primary purpose of this position is to provide the Program Design and Evaluation Services (PDES) with research support essential for data collection, project coordination, and the preparation of study results for dissemination to programs, partners, and the scientific community. This position is responsible for recruiting study participants; conducting in-person and telephone interviews, creating databases in analytic software; entering, maintaining, and cleaning data; contacting research and community partners; translating documents; conducting internal research and literature reviews; and assisting in the preparation of reports and presentations, including basic descriptive statistical analysis. This change impacts program offer 40035 – Health Assessment, Planning and Evaluation

Reclassify a 0.85 FTE Program Technician to a 0.85 FTE Operations Process Specialist, position 705759, in the Community Health Services Division of the Health Department. Class Comp approved the reclassification effective 10/9/2014 (reclassification #2865). This position is responsible for serving as an expert on a broad portfolio of applications and standard program workflows: promoting standard workflows and best practices; working with end—users and leadership to identify, analyze, and clarify areas for improvement in systems, hardware, and workflows; recommending and assisting in implementing solutions; completing application configuration; developing and revising training documents, operational process toolkits, and curriculum; and providing training. This change impacts program offer 40037 – Environmental Health Education, Outreach and Housing, and 40007 – Health Inspections and Education

### **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 702628 to a Health Assistant 1 decreased budgeted personnel cost by \$907, because the step at which the Health Assistant 1 is budgeted is lower than the step at which the Office Assistant 2 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 707504 from a Program Technician to a Research Evaluation Analyst 1 is budget neutral.

The reclassification of position 705759 to an Operations Process Specialist increased budgeted personnel cost by \$8,462, because the step at which the Operations Process Specialist is budgeted is higher than the step at which the Program Technician is budgeted. The increase in cost is offset by a decrease in Temporary, Non Base Fringe, Non Base Insurance, and Travel & Training for no net fiscal impact this fiscal year.

### **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 \$5,500
- Salary related expense budget will increase by \$1,657
- Insurance benefits budget will increase by \$399
- Temporary personnel budget will decrease by \$2,982
- Non Base Fringe budget will decrease by \$873
- Non Base Insurance budget will decrease by \$216
- Travel & Training budget will decrease by \$3,485

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 702628, 707504, and 705759 better fit 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 Office Assistant 2 to a 1.00 FTE Health Assistant 1, position 702628, in the Community Health Services Division of the Health Department. Class Comp approved #2861.
- Reclassify a 0.75 FTE Program Technician to a 0.75 FTE Research Evaluation Analyst 1, position 707504, in the Public Health Division of the Health Department. Class Comp approved reclassification #2864.
- Reclassify a 0.85 FTE Program Technician to a 0.85 FTE Operations Process Specialist, position 705759, in the Community Health Services Division of the Health Department. Class Comp approved reclassification #2865.

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