



# 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-02-18: Authorizing one position reclassification within the Health Department**

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

**Department:** 40 - Health Department **Division:** Business Operations

**Contact(s):** Angel Landron-Gonzalez – Finance & Budget 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 one position. 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 Budget Analyst to a 1.00 FTE Project Manager Represented, position 700834, in the Business Operations Division of the Health Department. Class Comp approved the reclassification effective 1/3/17 (reclassification #3783). The position is responsible for leading multi-stakeholder project teams focused on upgrading and implanting new financial and data systems for the department and solving department-level reporting issues; organizing, facilitating, and participating in stakeholder meetings to identify needs and build consensus and collaboration; defining project scope, milestones, timelines, levels of involvement, staffing, training, and resources; clarifying deliverables; developing sustainability plans in partnership with the operations group; developing, monitoring, and communicating project adherence and progress to stakeholders; identifying problems and barriers; developing mitigation strategies; identifying and conducting training; documenting processes, procedures, and business requirements; modifying project plans in response to unforeseen changes or unexpected developments; representing the division in meetings and other venues connected to the project status; and conferring with management to discuss and resolve issues critical to project execution and success.

This change impacts program offer 40040 – Budget & Finance.

**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 700834 to a Project Manager Represented is budget neutral, because 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 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?**

This change will have no financial impact on the budget and no change to the Health Department's total FTE.

**8. What do the changes accomplish?**

Change of classification for positions 700834 better fits the duties of this position 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 Budget Analyst to a 1.00 FTE Project Manager Represented, position 700834, in the Business Operations Division of the Health Department. Class Comp approved #3783.

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