

fixes, and implementations; develop and revise training documents, operational process toolkits, and curriculum; and provide training.

This change impacts program offer 40032—Lab and Medical Records.

Reclassify a 1.00 FTE Office Assistant 2 to a 1.00 FTE Office Assistant Senior, position 714960, in the Director's Office of the Health Department. Class Comp approved the reclassification effective 12/24/2012 (reclassification #2245). The duties and responsibilities of the position have gradually increased. This position is responsible for providing administrative support to the Emergency Response Program including managing the calendar, creating spreadsheets, performing data entry, and updating the database; performing timekeeping functions; updating and maintaining conference room calendars; receiving, sorting, and distributing incoming/outgoing correspondence; serving as the Health Alert Network Administrator; assisting the public and other staff in interpreting and applying policies, procedures, laws, and ordinances; researching, analyzing, completing, and summarizing data for special projects and reports; ordering and maintaining office supplies; and updating standard procedures, methods, and instructions to improve workflow.

This change impacts program offer 40003—Health Department Leadership Team Support.

Reclassify a 1.00 FTE Community Health Specialist 1 to a 1.00 FTE Community Health Specialist 2, position 716203, in the Integrated Clinical Services Division of the Health Department. Class Comp approved the reclassification effective 07/01/2013 (reclassification #2246). This is a new position and has been created as a result of the Coordinated Care legislation. This position will be responsible for performing community needs assessment and developing outreach plans; coordinating and collaborating with community partners in referring clients to appropriate resources; representing and promoting the program to community members and agencies; conducting outreach to specific communities; planning and delivering interactive health education classes and presentations; sharing culturally appropriate, department-approved health education and information with individuals, families, and groups; and developing and maintaining effective working relationships with team members and assigned communities.

This change impacts program offer 40034A—Quality Assurance.

Reclassify a 1.00 FTE Community Health Specialist 1 to a 1.00 FTE Community Health Specialist 2, position 716204, in the Integrated Clinical Services Division of the Health Department. Class Comp approved the reclassification effective 07/01/2013 (reclassification #2246). This is a new position and has been created as a result of the Coordinated Care legislation. This position will be responsible for performing community needs assessment and developing outreach plans; coordinating and collaborating with community partners in referring clients to appropriate resources; representing and promoting the program to community members and agencies; conducting outreach to specific communities; planning and delivering interactive health education classes and presentations; sharing culturally appropriate, department approved health education and information with individuals, families, and groups; and developing and maintaining effective working relationships with team members and assigned communities.

This change impacts program offer 40034A—Quality Assurance.

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 new classifications or other budgeted line items have been adjusted so that the changes are budget neutral.

The reclassification of position 714960 to an Office Assistant Senior increased budgeted personnel cost by \$2,966 because the step at which the Office Assistant Senior is budgeted is higher than the step at which the Office Assistant 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 716203 to a Community Health Specialist 2 increased personnel cost by \$7,283 because the step at which the Community Health Specialist 2 is budgeted is higher than the step at which the Community Health Specialist 1 is budgeted. The increase in cost is offset by a decrease in professional services and printing for no net fiscal impact this fiscal year.

The reclassification of position 716204 to a Community Health Specialist 2 increased personnel cost by \$7,283 because the step at which the Community Health Specialist 2 is budgeted is higher than the step at which the Community Health Specialist 1 is budgeted. The increase in cost is offset by a decrease in professional services and printing 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 \$12,465
- Salary related expense budget will increase by \$4,133
- Insurance benefits budget will increase by \$934
- Professional Services budget will decrease by \$2,000
- Printing budget will decrease by \$12,566
- Supplies budget will decrease by \$2,966

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 712399, 714960, 716203, and 716204 better fit the duties of this position as determined by the Class/Comp Unit of the Central Human Resources.

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

- Reclassify a 1.00 FTE Data Analyst to a 1.00 FTE Operations Process Specialist, position 712399, in the Integrated Clinical Services Division of the Health Department. Class Comp approved #2266.
- Reclassify a 1.00 FTE Office Assistant 2 to a 1.00 FTE Office Assistant Senior, position 714960, in the Director's Office of the Health Department. Class Comp approved #2245.
- Reclassify a 1.00 FTE Community Health Specialist 1 to a 1.00 FTE Community Health Specialist 2, position 716203, in the Integrated Clinical Services Division of the Health Department. Class Comp approved #2246.
- Reclassify a 1.00 FTE Community Health Specialist 1 to a 1.00 FTE Community Health Specialist 2, position 716204, in the Integrated Clinical Services Division of the Health Department. Class Comp approved #2246.

• **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: Wendy Lear for Lillian Shirley/s/ **Date:** 7/30/2013

Budget Analyst: Althea Gregory /s/ **Date:** 8/8/2013

Department HR: Larry Brown for Kathleen Fuller-Poe/s/ **Date:** 7/30/2013

Countywide HR: Karie Miller/s/ **Date:** 8/6/2013

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."