



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-01-17: Authorizing ten position re-classifications within the Health Department

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

Department: 40 - Health Department **Division:** Integrated Clinical Services,
Public Health, Human
Resources

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 ten positions. This change will not impact the Health Department's total FTE for FY 2017.

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 0.80 FTE Pharmacy Technician to a 0.80 FTE Eligibility Specialist, position 707305, in the Integrated Clinical Services Division of the Health Department. Class Comp approved the reclassification effective 10/8/15 (reclassification #3336). This position is responsible for interviewing clients to ascertain needs and obtain required verification; maintaining DAP case records; responding to client inquiries; advocating for at risk/vulnerable clients; facilitating client enrollment in drug assistance programs; assisting and referring clients for enrollment in Medicaid, Medicare, or other coverage plans; obtaining signatures of clients and medical providers; assessing completed forms for accuracy; documenting income, resources, and client situations on forms; submitting applications to various manufacturer programs; and responding to billing and

service issue inquiries from clients, medical professionals, pharmacists, and other healthcare professionals.

This change impacts program offer 40031 – Pharmacy

Reclassify a 0.65 FTE Research Evaluation Analyst 2 to a 0.65 FTE Research Evaluation Analyst Senior, position 716762, in the Public Health Division of the Health Department. Class Comp approved the reclassification effective 11/10/15 (reclassification #3379). This position is responsible for performing professional and technical applied research and program evaluation on societal effects of recreational marijuana legalization for a National Institute of Health (NIH) marijuana grant and Oregon Public Health Division marijuana surveillance program; Office of Equity & Inclusion (OEI), Oregon Health Authority; CDC funded Medical Monitoring Project (MMP); and the Director's Office of the Health Department. The position is responsible for leading the criminal justice arm of the NIH grant, including providing lead coordination with criminal justice agencies in Oregon & Washington; coordinating and collaborating with legal staff to produce a state & local-level policy code book for Oregon related to recreational and medical marijuana policies; representing OEI on an interagency workgroup to develop a novel statistical method to measure health disparities and inequities within Coordinated Care Organizations; leading content development for the State of Equity website; conducting literature reviews on emerging public topics to establish health department role and policy recommendations for County Commissioners; and facilitating meetings across programs and with external stakeholders to coordinate data collection and dissemination.

This change impacts program offer 40048 – Community Epidemiology

Reclassify a 1.00 FTE Human Resource Analyst 1 to a 1.00 FTE Human Resource Analyst 2, position 716832, in the Human Resources Division of the Health Department. Class Comp approved the reclassification effective 11/11/15 (reclassification #3384). This position is responsible for ensuring that documentation is available for offsite meetings, investigations, and other reporting needs; tracking business partners' communications, investigations, disciplines, and involuntary terminations; managing the limited duration and temporary assignment database ensuring that assignments conform to the applicable time lines; researching, interpreting, and applying collective bargaining agreements, Personnel Rules, Administrative Procedures, County and Health Department policies and procedures, and Federal, State, and local laws in order to respond to manager, supervisor, employee, or applicant requests or complaints; participating in the investigation process by taking initial complaints, coordinating interviews, participating in interviews, researching rules, collecting documentation, and tracking outcomes; assisting managers and supervisors in resolving employee conflict; reviewing and analyzing current HR team processes; working with subject matter experts to design, test, and implement new processes; managing the Health Department termination process, including communication with the employee, manager, supervisor, benefits, and payroll; and providing data as requested for unemployment claims and other statistical trends or requests.

This change impacts program offer 40039 – Human Resources and Training

Reclassify a 1.00 FTE Program Specialist Senior to a 1.00 FTE Health Policy Analyst Senior, position 716646, in the Public Health Division of the Health Department. Class Comp approved the reclassification effective 11/19/15 (reclassification #3398). This position is responsible for building organizational capacity to coordinate the work of the Public Health Division with the work of the Refugee and Immigrant Community to address policy, systems, and environmental changes that will address inequities; leading program development and quality improvement for Refugee Health Services, Assessment and Translational Research, Coordinated Care Organizations State Refugee Coordinators, public health departments, voluntary refugee resettlement agencies, Non-Governmental organizations, Mutual Assistance Agencies or ethnic community-based organizations, local health care providers, and others; reviewing, analyzing, and interpreting refugee and immigrant health status data; conducting inventory of policy and program recommendations; conducting internal assessments and inventory of existing culturally specific services, programs, policies, and laws; coordinating with internal policy teams and community

partners to help inform department legislative agenda; and identifying strategic short-term and long-term priorities.

This change impacts program offers 40045 – Health Equity Initiative (Racial Justice Focus)

Reclassify a 1.00 FTE Data Analyst to a 1.00 FTE Research Evaluation Analyst Senior, position 705581 in the Public Health Division of the Health Department. Class Comp approved the reclassification effective 5/23/16 (reclassification #3409). This position is responsible for performing standard and in-depth complex technical qualitative and quantitative analytical tasks to collect and analyze health-related surveillance, compliance, and research data; evaluating and disseminating relevant findings for public health practice and disease prevention; formulating and applying mathematical/statistical modeling, as well as applying advanced data management, coding, informatics, and analysis using a variety of software; formulating and testing performance measures that impact management decisions; recommending data-driven improvements in services and programs; designing, drafting, and presenting study findings, evaluation outcomes, reports, debriefings, workshops, and technical trainings; and disseminating final data-related products via presentations, reports, newsletter, and journal articles.

This change impacts program offers 40048 – Community Epidemiology.

Reclassify a 1.00 FTE Nurse Practitioner to a 1.00 FTE Physician, position 715764 in the Integrated Clinical Services Division of the Health Department. Class Comp approved the reclassification effective 6/1/16 (reclassification #3412). This position is responsible for diagnosing and treating acute and chronic medical conditions, including conducting a medical history and physical exam, ordering and interpreting diagnostic tests, devising a course of treatment, discussing alternative treatments/risks/benefits, prescribing and monitoring medications, and counseling of patients; responding to jail emergency situations in the clinic or housing; utilizing panel based information technology tools to prioritize and direct proactive care for patients; establishing need for specialty and rehabilitative services and making appropriate referrals; providing clinical consultation to nurse practitioners, nurses, and support staff; prioritizing and directing activities of care team; and coordinating with Behavioral Health providers to effectively integrate care.

This change impacts program offers 40050A – Corrections Health Multnomah County Detention Center

Reclassify a 1.00 FTE Nursing Development Consultant to a 1.00 FTE Community Health Nurse, position 715795, in the Integrated Clinical Services Division of the Health Department. Class Comp approved the reclassification effective 5/13/16 (reclassification #3389). This position is responsible for implementing and maintaining a best practice surveillance system; conducting community health and population needs assessments including needs for education, direct care, community collaboration, and policy development; monitoring infection rates related to client procedures and client/staff exposure; actively leading or participating in data analysis to identify and prioritize infection risks for clients and staff; assessing current infection control practices in clinics and guiding compliance; reviewing and updating clinical procedures and policies; supporting client, community, and department goals through advocacy, counseling, teaching, problem solving, and selecting and utilizing resources; intervening in crisis situations with high risk families, high risk older adults, and/or disabled clients; monitoring clients for signs and symptoms of physical, emotional, financial, neglect, or abuse; and teaching families and clients crisis intervention techniques and ways to deal with infectious situations.

This change impacts program offers 40030 – Medical Directors (Physician, Nurse Practitioner and Nursing)

Reclassify a 1.00 FTE Operations Administrator to a 1.00 FTE Operations Supervisor, position 705295, in the Integrated Clinical Services Division of the Health Department. Class Comp approved the reclassification effective 7/15/16 (reclassification #3410). This position is responsible for the operational leadership of the dental clinic; strategizing, analyzing, developing, and implementing processes for achieving program objectives, operational goals, and operating

procedures in collaboration with the Dental Operations Manager and the Dental Director; planning, prioritizing, and assigning work activities and projects to meet clinic goals and objectives; managing and evaluating workflows, policies, and procedures; developing solutions to issues raised by the public, clients, or staff; recruiting, hiring, training, coaching, mentoring, developing, and motivating clinic staff; monitoring and enforcing the compliance of annual trainings and policy updates; collaborating with the Dental Director assisting in the delivery and collection of required licensure and certification documentation; providing oversight, training, and evaluation of student participants; preparing, submitting, and monitoring the budget; monitoring staffing and adjusting as necessary; monitoring clinic productivity to ensure financial targets are achieved; and providing leadership to performance improvement efforts in order to improve clinical and operational performance.

This change impacts program offers 40017A – Medical Dental Services

Reclassify a 1.00 FTE Office Assistant Senior to a 1.00 FTE Office Assistant 2, position 718153, in the Public Health Division of the Health Department. Class Comp approved the reclassification effective 4/13/16 (reclassification #3338). This position will be responsible for providing customer service; serving as the receptionist; greeting the public in person and over the phone; providing program related materials and information to clients; making referrals to outside agencies; processing applications for licenses and renewals; maintaining databases for licenses and enforcement/compliance related issues; preparing and mailing licenses and signage; preparing letters, forms, and other correspondence; ordering, printing, and compiling educational materials; providing technical assistance with computer hardware, software, and office equipment; ordering supplies and maintaining office equipment; processing cash, checks, and debit/credit card payments; running reports; and reconciling payments.

This change impacts program offers 40006 – Tobacco Enforcement

Reclassify a 0.80 FTE Nurse Practitioner to a 0.80 FTE Physician Assistant, position 700426, in the Integrated Clinical Services Division of the Health Department. Class Comp approved the reclassification effective 7/5/16 (reclassification #3458). This position will be responsible diagnosing, assessing, and treating acute and chronic medical conditions according to the scope of practice; conducting medical histories and physical exams; ordering and interpreting diagnostic tests; devising courses of treatment, discussing alternative treatments and the risks and benefits of treatment; prescribing and monitoring medications; prescribing appropriate therapeutic measures, including medications, physical therapy, or activity restriction; performing minor office procedures to include suturing simple lacerations, routine excisions and biopsies, foreign body removal, wound care and debridement, casting of simple fractures, injections, venipunctures, catheterizations, incisions, and drainage of superficial abscesses, thrombosed hemorrhoid incisions; establishing the need for specialty and rehabilitative services and making appropriate referrals; providing consultation to nurses and support staff; and completing patient documentation and electronic information/medical charting.

This change impacts program offers 40020 – Northeast Health Center

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 707305 to an Eligibility Specialist increased budgeted personnel cost by \$5,014, because the step at which the Eligibility Specialist is budgeted is higher than the step at which the Pharmacy Technician is budgeted. The increase in cost is offset by a decrease in Temporary, Non Base Fringe, and Non Base Insurance for no net fiscal impact this fiscal year.

The reclassification of position 716762 to a Research Evaluation Analyst Senior increased budgeted personnel cost by \$13,934, because the step at which the Research Evaluation Analyst

Senior is budgeted is higher than the step at which the Research Evaluation Analyst 2 is budgeted. The increase in cost is offset by a decrease in Supplies, Temporary, Non Base Fringe, and Non Base Insurance for no net fiscal impact this fiscal year.

The reclassification of position 716832 to a Human Resources Analyst 2 decreased budgeted personnel cost by \$1,502, because the step at which the Human Resources Analyst 2 is budgeted is lower than the step at which Human Resources Analyst 1 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 716646 to a Health Policy Analyst Senior decreased budgeted personnel cost by \$1,566, because the step at which the Health Policy Analyst Senior is budgeted is lower than the step at which the Program Specialist Senior 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 705581 to a Research Evaluation Analyst Senior decreased budgeted personnel cost by \$1,053, because the step at which the Research Evaluation Analyst Senior is budgeted is lower than the step at which the Data Analyst is budgeted. The decrease in cost is offset by a net increase in Temporary, Non Base Fringe, and Non Base Insurance for no net fiscal impact this fiscal year.

The reclassification of position 715764 to a Physician increased budgeted personnel cost by \$61,973, because the step at which the Physician is budgeted is higher than the step at which the Nurse Practitioner is budgeted. The increase in cost is offset by a decrease in Temporary, Non-Base Fringe and Non-Base Insurance, for no net fiscal impact this fiscal year.

The reclassification of position 715795 to a Community Health Nurse decreased budgeted personnel cost by \$3,507, because the step at which the Community Health Nurse is budgeted is lower than the step at which the Nursing Development Consultant 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 705295 to an Operations Supervisor decreased budgeted personnel cost by \$33,602, because the step at which the Operations Supervisor is budgeted is lower than the step at which the Operations Administrator 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 718153 to an Office Assistant 2 decreased budgeted personnel cost by \$7,279, because the step at which the Office Assistant 2 is budgeted is lower than the step at which the Office Assistant Senior 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 700426 to a Physician Assistant 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

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 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 \$25,703
- Salary related expense budget will increase by \$4,847
- Insurance benefits budget will increase by \$1,862
- Temporary personnel budget will decrease by \$23,539
- Non Base Fringe budget will decrease by \$4,027
- Non Base Insurance budget will decrease by \$1,630
- Supplies budget will decrease by \$3,216

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 707305, 716762, 716832, 716646, 705581, 715764, 715795, 705295, 718153, and 700426 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 0.80 FTE Pharmacy Technician to a 0.80 FTE Eligibility Specialist, position 707305, in the Integrated Clinical Services Division of the Health Department. Class Comp approved #3336.

Reclassify a 0.65 FTE Research Evaluation Analyst 2 to 0.65 FTE Research Evaluation Analyst Senior, position 716762, in the Public Health Division of the Health Department. Class Comp approved #3379.

Reclassify a 1.00 FTE Human Resource Analyst 1 to a 1.00 FTE Human Resource Analyst 2, position 716832, in the Human Resources Division of the Health Department. Class Comp approved #3384.

Reclassify a 1.00 FTE Program Specialist Senior to a 1.00 FTE Health Policy Analyst Senior, position 716646, in the Public Health Division of the Health Department. Class Comp approved #3398.

Reclassify a 1.00 FTE Data Analyst to a 1.00 FTE Research Evaluation Analyst Senior, position 705581, in the Public Health Division of the Health Department. Class Comp approved #3409.

Reclassify a 1.00 FTE Nurse Practitioner to a 1.00 FTE Physician, position 715764, in the Internal Services Division of the Health Department. Class Comp approved #3412.

Reclassify a 1.00 FTE Nursing Development Consultant to a 1.00 FTE Community Health Nurse, position 715795, in the Integrated Clinical Services Division of the Health Department. Class Comp approved #3389.

Reclassify a 1.00 FTE Operations Administrator to a 1.00 FTE Operations Supervisor, position 705295, in the Integrated Clinical Services Division of the Health Department. Class Comp approved #3410.

Reclassify a 1.00 FTE Office Assistant Senior to a 1.00 FTE Office Assistant 2, position 718153, in the Public Health Division of the Health Department. Class Comp approved #3338.

Reclassify a 0.80 FTE Nurse Practitioner to a 0.80 FTE Physician Assistant, position 700426, in the Integrated Clinical Services Division of the Health Department. Class Comp approved #3458.

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:** _____

Date: _____

Budget Analyst: _____

Date: _____

Department HR: _____

Date: _____

Countywide HR: _____

Date: _____