



# 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-15-15: Authorizing three position re-classifications within various divisions of the Health Department

**Requested Meeting Date:** 11/20/14

**Time Needed:** N/A - Consent

**Department:** 40 - Health Department

**Division:** Director's Office, Corrections  
Health, Business Services

**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 0.65 FTE Research/Evaluation Analyst 2 to a 0.65 FTE Research/Evaluation Analyst Senior, position 705344 in the Director's Office of the Health Department. Class Comp approved the reclassification effective 03/09/2014 (reclassification #2620). This position is responsible for leading the design and planning of complex multi-year evaluations of projects, independently developing innovative instruments and protocols, and managing multiple projects simultaneously. This position is also responsible for data collection protocols, complex statistical analyses, and results dissemination to federal agencies, program staff, internal County units and external community partners.

This change impacts program offers 40045 – Health Equity Initiative (Racial Justice Focus) and 40030 – Medical Directors (Physician, Nurse Practitioner and Nursing)

Reclassify a 1.00 FTE Medical Director to a 1.00 FTE Deputy Medical Director, position 716293, in the Corrections Health Division of the Health Department. Class Comp approved the

reclassification effective 10/1/2014 (reclassification #2633). This position will be responsible for clinical management of three locations – Multnomah County Detention Center, Inverness Jail, and the Juvenile Detention Hall. As a practicing physician, this position will be responsible for diagnosing and treating acute and chronic medical conditions. This position will also be responsible for recruiting, orienting and supervising providers, nurse practitioners, and on-call physicians; developing and directing in-service training; and providing consultation to the Medical Director on various public health projects and issues related to incarcerated populations. This change impacts program offers 40049 - Corrections Health Juvenile Detention, Admissions and Housing, 40050A - Corrections Health Multnomah County Detention Center (MCDC), and 40051A - Corrections Health Inverness Jail (MCIJ) Base & Clinical Services

Reclassify a 1.00 FTE Finance Specialist 2 to a 1.00 FTE Finance Specialist Senior, position 713657, in the Business Services Division of the Health Department. Class Comp approved the reclassification effective 03/25/2014 (reclassification #2636). This position is responsible for serving as the Health Department medical billing subject matter expert; developing and leading trainings for the clinical frontline staff, coordinating medical billing functions, communicating changes in medical billing rules and regulations, performing complex professional-level accounting analyses of medical billing operations and preparing reports for division leadership. This change impacts program offer 40041 – Business and Quality - Medical Billing

### **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 705344 to a Research/Evaluation Analyst Senior increased budgeted personnel cost by \$2,398 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 716293 to a Deputy Medical Director increased budgeted personnel cost by \$8. The increase in cost is offset by a decrease in supplies for no net fiscal impact this fiscal year.

The reclassification of position 713657 to a Finance Specialist Senior increased budgeted personnel cost by \$951 because the step at which the Finance Specialist Senior is budgeted is higher than the step at which the Finance Specialist 2 is budgeted. The increase in cost is offset by a decrease in supplies 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 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 \$2,403
- Salary related expense budget will increase by \$778
- Insurance benefits budget will increase by \$176
- Temporary personnel budget will decrease by \$1,344
- Non Base Fringe budget will decrease by \$112
- Non Base Insurance budget will decrease by \$30
- Supplies budget will decrease by \$1,871

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 705344, 716293, and 713657 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 0.65 FTE Research/Evaluation Analyst 2 to a 0.65 FTE Research/Evaluation Analyst Senior, position 705344 in the Director's Office of the Health Department. Class Comp approved #2620.
- Reclassify a 1.00 FTE Medical Director to a 1.00 FTE Deputy Medical Director, position 716293, in the Corrections Health Division of the Health Department. Class Comp approved #2633.
- Reclassify a 1.00 FTE Finance Specialist 2 to a 1.00 FTE Finance Specialist Senior, position 713657, in the Business Services Division of the Health Department. Class Comp approved #2636.

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