



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(revised 12/31/09)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C-1 DATE 8/25/11
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 8/25/11
Agenda Item #: C.1
Est. Start Time: 9:30 am
Date Submitted: 7/27/11

BUDGET MODIFICATION: HD-12-01

BUDGET MODIFICATION - HD-12-01 authorizing two position re-classifications within various divisions of the Health Department as determined by the Class/Comp Unit of Central Human Resources.

Note: For all other submissions (i.e. Notices of Intent, Ordinances, Resolutions, Orders or Proclamations) please use the APR short form.

Requested Meeting Date: August 25, 2011 Amount of Time Needed: N/A - Consent

Department: Health Department Division: Community Health Services
Integrated Clinical Services

Contact(s): Lester A. Walker - Budget & Finance Manager

Phone: (503) 988-3663 Ext. 26457 I/O Address: 167/2/210

Presenter(s): N/A (Consent Agenda)

General Information

1. What action are you requesting from the Board?

Approval of staffing adjustment resulting from the re-classification of two positions. This change will not impact the Health Department's total FTE for FY2012.

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 .80 Community Health Specialist 2 to a 0.80 Community Information Specialist, position 702514, in the Community Health Services division of the Health Department. This position ensures that the Healthy Birth Initiative staff establish and strengthen partnerships with mental health providers; providing mental health services to clients in need; integrating strategies for depression screening, individual counseling, and peer support and education; and developing and maintaining program information.

Reclassify a 1.00 Administrative Services Officer to a 1.00 Operations Administrator, position 703195, in the Corrections Health division of the Health Department. This position manages the

position 703195, in the Corrections Health division of the Health Department. Class/com request #1724.

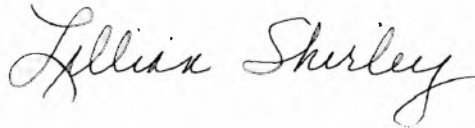
- If a grant, is 100% of the central and department indirect recovered? If not, please explain why.
N/A
- Is the revenue one-time-only in nature? Will the function be ongoing? What plans are in place to identify a sufficient ongoing funding stream?
N/A
- If a grant, what period does the grant cover? 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

ATTACHMENT B

BUDGET MODIFICATION: HD-12-01

Required Signatures

Elected Official or
Department/
Agency Director:



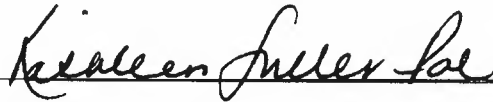
Date: 7-25-11
WL/lp

Budget Analyst:



Date: 07/27/11

Department HR:



Date: 7/25/2011

Countywide HR:

Date: _____

Budget Modification ID: **HD-12-01****EXPENDITURES & REVENUES**

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with SAP.

Budget/Fiscal Year: 2012

Line No.	Fund Center	Fund Code	Program #	Func. Area	Internal Order	Accounting Unit		Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
						Cost Center	WBS Element						
1	40-50	1000	40050A	0030		405300		60000	828,012	826,414	(1,598)		Decrease Permanent
2	40-50	1000	40050A	0030		405300		60100	31,281	32,922	1,641		Increase Temporary
3	40-50	1000	40050A	0030		405300		60130	270,580	270,089	(491)		Decrease Salary Related Expns
4	40-50	1000	40050A	0030		405300		60135	3,181	3,682	501		Increase Non Base Fringe
5	40-50	1000	40050A	0030		405300		60140	236,050	235,914	(136)		Decrease Insurance Benefits
6	40-50	1000	40050A	0030		405300		60145	1,017	1,100	83		Increase Non Base Insurance
7										-			
8	40-50	1000	40050A	0030		405500		60000	2,208,861	2,200,870	(7,991)		Decrease Permanent
9	40-50	1000	40050A	0030		405500		60100	131,839	140,045	8,206		Increase Temporary
10	40-50	1000	40050A	0030		405500		60130	741,187	738,733	(2,454)		Decrease Salary Related Expns
11	40-50	1000	40050A	0030		405500		60135	24,143	26,662	2,519		Increase Non Base Fringe
12	40-50	1000	40050A	0030		405500		60140	748,271	747,592	(679)		Decrease Insurance Benefits
13	40-50	1000	40050A	0030		405500		60145	6,895	7,294	399		Increase Non Base Insurance
14										-			
15	40-50	1000	40049	0030		405550		60000	283,706	281,708	(1,998)		Decrease Permanent
16	40-50	1000	40049	0030		405550		60100	8,250	10,302	2,052		Increase Temporary
17	40-50	1000	40049	0030		405550		60130	92,729	92,116	(613)		Decrease Salary Related Expns
18	40-50	1000	40049	0030		405550		60135	1,610	2,240	630		Increase Non Base Fringe
19	40-50	1000	40049	0030		405550		60140	89,924	89,754	(170)		Decrease Insurance Benefits
20	40-50	1000	40049	0030		405550		60145	400	499	99		Increase Non Base Insurance
21										-			
22	40-50	1000	40051A	0030		405760		60000	1,822,591	1,814,600	(7,991)		Decrease Permanent
23	40-50	1000	40051A	0030		405760		60100	131,840	140,047	8,207		Increase Temporary
24	40-50	1000	40051A	0030		405760		60130	621,904	619,450	(2,454)		Decrease Salary Related Expns
25	40-50	1000	40051A	0030		405760		60135	32,077	34,597	2,520		Increase Non Base Fringe
26	40-50	1000	40051A	0030		405760		60140	606,589	605,910	(679)		Decrease Insurance Benefits
27	40-50	1000	40051A	0030		405760		60145	6,394	6,791	397		Increase Non Base Insurance
28													
29													
											-	-	Total - Page 1
											-	-	GRAND TOTAL

ANNUALIZED PERSONNEL CHANGE

Change on a full year basis even though this action affects only a part of the fiscal year (FY).

[illegible]

CURRENT YEAR PERSONNEL DOLLAR CHANGE

Calculate costs/savings that will take place in this FY; these should explain the actual dollar amounts being changed by this Bud Mod.

[illegible]

FM Side			PS/CO Side			Cost Element/	Notes
FM Fund Center	FM Fund Code	Functional Area	Internal Order	Cost Center	WBS Element	Commitment Item	
General Fund Contingency				9500001000		60470	Reduce available General Fund Contingency
19	1000	0020		xxx	xxx	xxxxx	Increase Expenditure
xx-xx	xxxxx	0020					
Indirect							
Central							
xx-xx	xxxxx				xxx	60350	Indirect Expenditure
19	1000	0020		9500001000		50310	Indirect reimbursement revenue in General Fund
19	1000	0020		9500001000		60470	CGF Contingency expenditure
Departmental							
xxx	xxxxx				xxx	60355	Indirect Department Expenditure
xx-xx	1000			xxx	xxx	50370	Indirect Dept reimbursement revenue in General Fund
xx-xx	1000			xxx	xxx	xxx	Off setting Dept expenditure in General Fund
Telecommunications							
xx-xx	xxxxx				xxx	60370	Departmental telecommunication expenditure
72-60	3503	0020		709525		50310	Budgets receipt of reimbursement
72-60	3503	0020		709525		60200	Budgets offsetting expenditure in telecommunications fund
Data Processing							
xx-xx	xxxxx				xxx	60380	Departmental data processing expenditures
72-60	3503	0020		709000		50310	Budgets receipt of Data Processing reimbursement
72-60	3503	0020		709000		60240	Budgets offsetting expenditures
PC Flat Fee (Flat Fee is no longer in effect for most Departments beginning in FY 2007)							
xx-xx	xxxxx				xxx	60390	Departmental PC Flat Fee expenditure
				between 709201 & 709211			
72-60	2508	0020		between 709201 & 709211		50310	Budgets receipt of PC Flat Fee
72-60	2508	0020		709201 & 709211		60240	Budgets offsetting expenditure
Electronic Service Reimbursement							
xx-xx	xxxxx					60420	Departmental Electronics expenditure
72-55	3501	0020		904200		50310	Receipt of Electronics service reimbursement
72-55	3501	0020		904200		60240	Budgets offsetting expenditure
Motor Pool							
xx-xx	xxxxx				xxx	60410	Departmental Motor Pool expenditure
72-55	3501	0020		904100		50310	Budgets receipt of Motor Pool service reimbursement
72-55	3501	0020		904100		60240	Budgets offsetting expenditure
Building Management							
xx-xx	xxxxx				xxx	60430	Departmental Building Management expenditure
72-50	3505	0020		902575		50310	Budgets receipt of Building Management service reimbursement
72-50	3505	0020		902575		60170	Budgets offsetting expenditure
Insurance Service Reimbursement							
xx-xx	xxxxx					60140 or 60145	Departmental Insurance expenditure
72-10	3500	0020		705210		50316	Insurance Revenue
72-10	3500	0020		705210		60330	Offsetting expenditure
Lease Payments to Capital Lease Retirement Fund							
xx-xx	xxxxx					60450	Departmental Capital Lease Retirement expenditure Contact your Budget Analyst to complete this.
Mail & Distribution							
xx-xx	xxxxx				xxx	60460	Mail & Distribution expenditure
72-55	3504	0020		904400		50310	Budgets receipt of service reimbursement
72-55	3504	0020		904400		60230	Budgets offsetting expenditure
Records							
xx-xx	xxxxx				xxx	60460	Records expenditure
72-55	3504	0020		904500		50310	Budgets receipt of service reimbursement
72-55	3504	0020		904500		60240	Budgets offsetting expenditure
Stores							
xx-xx	xxxxx				xxx	60460	Stores expenditure
72-55	3504	0020		904600		50310	Budgets receipt of service reimbursement
72-55	3504	0020		904600		60240	Budgets offsetting expenditure

How are functional areas assigned to cost objects?

For the most part, functional area is related to what department has recorded the revenue or expenditure (i.e. the District Attorney is reported in Public Safety and Justice). There are some exceptions to this rule that require certain funds to be assigned to a particular functional area, regardless of what department the revenues or expenditures are recorded in.

Functional Area Assignments ~ Based on Fund		
1501 – Road Fund	Roads and Bridges	80
1502 – Emergency Communications Fund	Community Services	60
1503 – Bike Path Fund	Community Services	60
1504 – Recreation Fund	Community Services	60
1506 – County School Fund	Community Services	60
1509 – Willamette River Bridges Fund	Roads and Bridges	80
1510 – Library Fund	Library	70
1512 – Land Corner Preservation Fund	Roads and Bridges	80
2500 – Justice Bond Project Fund	Public Safety and Justice	50
2501 – Revenue Bond Project Fund	Community Services	60
2502 – SB 1145 Fund	Public Safety and Justice	50
2504 – Building Project Fund	Community Services	60
2505 – Deferred Maintenance Fund	Community Services	60
2506 – Library Construction / 1996 Bonds Fund	Library	70
2507 – Capital Improvement Fund	Community Services	60
2509 – Asset Preservation Fund	Community Services	60
2510 – Library Property Fund	Library	70
3000 – Dunthorpe-Riverdale Service Dist #14 Fund	Dunthorpe-Riverdale Service Dist #14	500
3001 – Mid County Service District #1 Fund	Mid County Service District #1	510
3002 – Behavioral Health Managed Care Fund	Behavioral Health Managed Care	520

If a cost object is not in one of the funds listed above, then the functional area should be assigned based on the department that the cost object is in.

Functional Area Assignments ~ Based on Department (Fund Center)		
Non-Departmental (10, except 10-50)	General Government	20
Non-Departmental – CCFC (10-50)	Social Services	40
District Attorney (15)	Public Safety and Justice	50
Countywide (18 & 19)	General Government	20
Human Services (20, 25, 26, 30 & 31)	Social Services	40
School and Community Partnerships (21)	Social Services	40
Health (40)	Health Services	30
Community Justice (50)	Public Safety and Justice	50
Sheriff's Office (60)	Public Safety and Justice	50
County Management (72)	General Government	20
Community Services (91)	General Government	20
Library (80)	Library	70

If you have any questions or comments, please contact Susan Luce in General Ledger at ext. 22138.



Department of County Management
MULTNOMAH COUNTY OREGON
Human Resources

Multnomah Building
501 SE Hawthorne, Suite 300
Portland, Oregon 97214
(503) 988-5015 Phone

To: Gayle Burrow, Director of Corrections Health - Health Department
From: Candace Busby, Classification and Compensation Unit (503/3300)
Date: July 8, 2011
Subject: Reclassification Request # 1724 (703195 - vacant)

We have completed our review of your request and the decision is outlined below.

Request Information:

Date Request Received: July 7, 2011	Position Number: 703195
Current Classification: Administrative Services Officer	Requested Classification: Operations Administrator
Job Class Number: 9607	Job Class Number: 9720
Pay Grade: 126	Pay Grade: 123

Request is: <input checked="" type="checkbox"/> Approved as Requested	Effective Date: July 8, 2011
Allocated Classification: Operations Administrator	Job Class Number: 9720
Pay Range: \$48,291.50 to \$67,606.96 annually	Pay Grade: 123

This classification decision is subject to all applicable requirements stated in MC Personnel Rule 5-50 including the provision that Central HR may re-evaluate the classification decision up to one year from the date of issue to ensure duties and work are being carried out as originally described. Further, this allocation may require Board of County Commissioners' approval, and so this decision is considered preliminary until such approval is received.

Position Information:

☒ Vacant - see New/Vacant Section ☒ Management/Classified

New/Vacant Position Information:

If the position is vacant or incumbent not reclassified with position, position must be filled in accordance with the normal appointment procedures. Please consult with the Department Human Resources Unit for assistance.

Reason for Classification Decision:

This position utilizes subordinate supervisory staff to plan, direct and review the activities of Corrections Health support functions in MCDC, Inverness and the Juvenile Detention Center. The position manages the central functions of Corrections Health through the Central Support Unit; oversees policies and procedures and assigns work for staffing, payroll, claims and bill processing, personnel tracking and accountability, medical record management, and contract tracking functions. This position is a member of the Corrections Health Management Team assisting in decision making, budget development, personnel management, and program monitoring and change implementation. Administrative Service Officers plan, direct and review the administrative support services activities of a major division where they provide a variety of management services such as finance administration, personnel administration, management analysis, policy analysis, strategic planning, purchasing, contracting, property management, information management and other related services and functions. The scope of this position no longer fits the purpose of the Administrative Services Officer classification. Operations Administrators plan, direct and review the activities of multiple operations or locations and coordinate several different functions, work units, work locations, or shifts. Qualifications from the position description include equivalent to completion of the 12th grade supplemented by specialized management or supervisory training and five (5) years increasingly responsible administrative and operations experience including two (2) years of lead or supervisory experience. The essential functions, level of responsibility, and qualifications for this position are consistent with the Operations Administrator (9720) classification.

If you have any questions, please feel free to contact me at 503-988-5015 ext. 24422.

cc: Kathleen Fuller-Poe, HR Manager
Joan Sears, HR Maintainer

Melissa Dailey, HR Analyst
Class Comp File Copy



Department of County Management
MULTNOMAH COUNTY OREGON
Human Resources

Multnomah Building
501 SE Hawthorne, Suite 300
Portland, Oregon 97214
(503) 988-5015 Phone

To: Eleanor Myrick, Health Dept
From: Leila Wraihall, and Candace Busby - Classification and Compensation Unit (503/3)
Date: June 23, 2011
Subject: Reclassification Request #1713 (702514 - Myrick)

We have completed our review of your request and the decision is outlined below.

Request Information:

Date Request Received: April 26, 2011
Current Classification: Community Health Spec 2
Job Class Number: 6047
Pay Grade: 15
Position Number: 702514
Requested Classification: Program Coordinator
Job Class Number: 6022
Pay Grade: 25

Request is: ☒ Approved - Revised
Effective Date: October 26, 2010

Allocated Classification: Community Info Spec
Pay Range: \$38,920.32 to \$47,836.08 annually
Job Class Number: 6013
Pay Grade: 17

This classification decision is subject to all applicable requirements stated in MC Personnel Rule 5-50 including the provision that Central HR may re-evaluate the classification decision up to one year from the date of issue to ensure duties and work are being carried out as originally described. Further, this allocation may require Board of County Commissioners' approval, and so this decision is considered preliminary until such approval is received.

Position Information:

☒ Filled & incumbent reclassified - see Employee Information Section ☒ Represented

Employee Information:

Name of Incumbent Employee: Eleanor Myrick (SAP #2335)
New Job Class Seniority Date: October 26, 2010

Date	Job Class and Number	Grade	Step	Rate	Action
10/25/2010	Comm Health Specialist 2 (6047)	15	8	\$21.61	Pre-reclass
10/26/2010	Comm Information Specialist (6013)	17	6	\$21.61	Post-reclass

Compensation will be determined in accordance with applicable bargaining agreement or MC Personnel Rule 2-40. Any compensation or seniority adjustments will be processed in accordance with applicable bargaining agreement or MC Personnel Rule 5-50 and 2-40. Contact your Department HR Unit for additional information.

Reason for Classification Decision:

You requested a reclassification to the Program Coordinator classification because "[T]he duties I am performing currently mirror or seem to reflect/or very (sic) similar to the Program Coordinator position. July 2009, two new additional components were integrated into the HBI program. They were Employment, Education and Training (HEE) and National Healthy Start's Interconception Care Learning Community/Maternal Depression Screening and Brief Interventions (ICC) pilot projects cycle I, II & III." Interviews were conducted with you on May 23 and with Cornetta Smith, Program Supervisor on May 31. Your position coordinates the ICC project.

After reviewing the position description and conducting desk audits with you and Ms. Smith, your duties were compared to the Community Health Specialist 2, Program Coordinator and Community Information Specialist classifications. Community Health Specialist 2s develop and conduct activities designed to protect and improve community health; provide health information, advocacy, social support and assistance in using the health care system to groups and families; and may be the case manager of record. Program Coordinators work under general supervision to plan, organize,

manage, and participate in a moderate-sized program within a division or department. They perform highly responsible administrative and operational work assignments that involve policy and procedures, program planning and evaluation, and community development activities at the division or department level. A Program Coordinator oversees assigned staff and/or a large network of volunteers or contractors. Additionally, a Program Coordinator conducts significant outreach efforts and is responsible for a major training component or program. Community Information Specialists perform a variety of information referral, assessment, and outreach functions that link clients to specialized programs; serve as community contact to provide community educational communications/publications; serve as general liaison for assigned program areas; and assist in the development/maintenance of related program information and resources.

The purpose of your position is summarized as ensuring that HBI staff establish, strengthen linkages, and partnerships with mental health (MH) providers for participants in the ICC program; providing MH services to clients in need; integrating strategies for depression screening, individual counseling, peer support and education; and developing and maintaining program information. Additionally, you help improve access to culturally-relevant MH services; make referrals, perform assessments, and engage in community outreach functions linking clients to programs and services; serve as ICC liaison; assist with co-ordination and reporting for Male Involvement project; and perform case management duties. Ms. Smith indicated that when the March of Dimes grant for \$16,000 annually was received in 2009, your duties were expanded. Advocacy, short term case management, establishing relationships, and becoming knowledgeable of eligibility requirements to assist clients to address their issues/barriers were added. The desk audits clarified that your duties are consistent with the definition of the Community Information Specialist described above. Although many of your duties since the ICC program started are within the Community Health Specialist 2, your duties are now more focused on the specialized programs within your assigned program areas than on engaging in activities with the general intent of protecting and improving community health and assisting clients or groups to use the health care system.

Further analysis of the essential functions, decision making information from the position description and the supervisory input noted above, plus the desk interviews, supports that a majority of the duties performed by your position are more similar to the Community Information Specialist classification definition than the Program Coordinator's. With respect to the Program Coordinator classification, the duties performed by your position are not as highly responsible nor do they have the significant policy or procedural responsibilities as Program Coordinators. For instance, written materials you have developed included attendance and appointment tracking forms, referral forms, flyers, a presentation on the ICC program, training materials, etc. Program Coordinators are expected to develop more complex written materials. The daily duties of your position are more focused on developing and implementing strategies to increase attendance at support and educational groups in your assigned program areas; identifying, maintaining lists and referring clients to community resources; and engaging in direct outreach at community events, than on higher level administrative and operational work assignments performed by Program Coordinators. Program planning, management and evaluation account for a small percentage of the duties performed by your position.

Community Information Specialists' minimum qualifications are an Associate's Degree from an accredited college or university in a Human Services related field, or equivalent combination of education and experience; three years of responsible public information and public education experience, preferably in aging or disability services programs; and AIRS (Alliance of Information and Referral Systems) Certification or ability to become certified within one year of hire. Based on the information provided on the position description, the incumbent meets the qualifications for the Community Information Specialist. For the reasons explained above this position's purpose and responsibilities best fit the Community Information Specialist (6013) classification.

If you have any questions, please feel free to contact Candace Busby at ext. 24422 or Leila Wrathall via email at Leila.wrathall@multco.us.

cc: Kathleen Fuller-Poe, HR Manager
John Robertson, HR Maintainer

Melissa Dailey, HR Analyst 2
Bryan Lally, Local 88 Class Comp File Copy