



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-17-16: Authorizing six position reclassifications within the Health Department

Requested Meeting Date: _____

Time Needed: N/A - Consent

Department: 40 - Health Department

Division: Mental Health & Addiction Services, Public Health, Integrated Clinical Services, Business Operations

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 six positions. This change will not impact the Health Department's total FTE for FY 2016.

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 Manager 2 to a 1.00 FTE Manager Senior, position 716777, in the Mental Health and Addiction Services Division of the Health Department. Class Comp approved the reclassification effective 10/15/2015 (reclassification #3186). This position is responsible for providing oversight to the Medicaid/ Adult and Child Behavioral Health service delivery systems; overseeing operations for Utilization Review, provider system rates, claims management, and program development; collaborating and participating with Health Share Behavioral Health assigned workgroups; negotiating shared administration of Medicaid benefits with commercial health plan executives and regional County executives; developing strategic direction for the HSO health plan, implementing healthcare transformation delivery system changes and Affordable Care Act expansion regionally; and working with Finance and contracted actuaries to oversee development of insurance plan rates / capitation and projections for future budgets.

This change impacts program offers 40075 – Adult Mental Health Initiative (AMHI), 40076 – Mental Health Services for Adults, and 40080 – Community Based MH Services for Children & Families

Reclassify a 0.80 FTE Community Health Specialist 2 to a 0.80 FTE Disease Intervention Specialist, position 703951, in the Public Health Division of the Health Department. Class Comp approved the reclassification effective 10/20/2015 (reclassification #3192). This position is responsible for receiving and reviewing non-negative test results for reportable STDs and other test results; completing case investigations, partner services, and linkages to other needed services, including HIV care, to persons reported to have a positive lab result; Managing test results, providing individual behavioral risk reduction counseling; and providing STD, HIV, and HCV screening, counseling, testing, and referrals as directed; performing STD, HIV, and HCV prevention, education, and health promotion activities, and assisting with orientation and training of new employees, students, residents, and interns.

This change impacts program offer 40011 – STD/HIV/Hep C Community Prevention Program

Reclassify a 1.00 FTE Office Assistant 2 to a 1.00 FTE Clerical Unit Coordinator, position 703747, in the Integrated Clinical Services Division of the Health Department. Class Comp approved the reclassification effective 4/20/2015 (reclassification #3193). This position is responsible for analyzing workplace processes and providing feedback on various personnel and workload issues; providing lead direction to clinic clerical staff including coordinating, reviewing, and overseeing a variety of work assignments; providing training and coaching; providing input to the supervisor in selection of staff, performance evaluations, and disciplinary actions; coordinating coverage and work schedules; entering and editing distribution lists, and leave calendars; generating, preparing, and reviewing technical and administrative procedures; processing leave requests; preparing attendance reports; reconciling payroll time entry discrepancies; and verifying and processing FMLA/OFLA leave for HR.

This change impacts program offer 40024A – School Based Health Centers

Reclassify a 1.00 FTE Health Educator to a 1.00 FTE Program Specialist, position 713501, in the Public Health Division of the Health Department. Class Comp approved the reclassification effective 4/23/2015 (reclassification #3200). This position is responsible for planning and developing goals, objectives, and work plans; developing, implementing, and evaluating projects that reduce risk factors for chronic disease; developing data reports, data briefs, and talking points for leadership communications; tracking data to direct efforts based on chronic disease trends and indicators; coordinating and facilitating meetings to engage partners in planning processes and policy development; developing and maintaining evaluation tools to track activities, assess successes, and identify gaps; and participating in planning and advisory groups.

This change impacts program offer 40047A – Public Health Community Initiatives

Reclassify a 1.00 FTE Operations Administrator to a 1.00 FTE Operations Supervisor, position 700837, in the Integrated Clinical Services Division of the Health Department. Class Comp approved the reclassification effective 11/1/2015 (reclassification #3202). This position is responsible for the operational leadership of the Southeast dental clinic; strategizing, analyzing, developing, and implementing processes for achieving program objectives, operational goals, and operational 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; collaborating with the Dental Director assisting in the delivery and collection of required licensure and certification documentation; monitoring staffing and adjusting as necessary; monitoring clinic productivity to ensure finance targets are achieved; and providing leadership to performance improvement efforts in order to improve clinical and operational performance.

This change impacts program offer 40017 – Dental Services

Reclassify a 1.00 FTE Office Assistant 2 to a 1.00 FTE Administrative Specialist, position 717076, in the Business Operations Division of the Health Department. Class Comp approved the reclassification effective 11/1/2015 (reclassification #3208). This position is responsible for coordinating all administrative and budgetary information for the Tri-County Health Officer; processing and tracking invoices; coordinating all personnel record keeping for the Tri-County Health Officer and direct reports; coordinating personnel change actions; maintaining and updating organizational charts and call down lists; scheduling, preparing, and processing employees' probationary reviews, evaluations, and performance review planning; initiating, managing, and completing project management assignments; coordinating calendars and logistics for Program Manager, NW Oregon Health Preparedness Organization (HPO) staff, and stakeholders; and serving as the HPO system and community partner liaison for HPP grants, including tracking grant oversight requirements and submitting reports.

This change impacts program offers 40003 – Health Department Leadership Team Support, and 40030 Medical Directors (Physician, Nurse Practitioner and Nursing)

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 716777 to a Manager Senior increased budgeted personnel cost by \$4,460, because the step at which the Manager Senior is budgeted is higher than the step at which the Manager 2 is budgeted. The increase in cost is offset by a decrease in Supplies, Premium, and Travel & Training for no net fiscal impact this fiscal year.

The reclassification of position 703951 to a Disease Intervention Specialist decreased budgeted personnel cost by \$4,450, because the step at which the Disease Intervention Specialist is budgeted is lower than the step at which the Community Health Specialist 2 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 703747 to a Clerical Unit Coordinator decreased budgeted personnel cost by \$6, because the step at which the Clerical Unit Coordinator 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, and Non Base Fringe for no net fiscal impact this fiscal year.

The reclassification of position 713501 to a Program Specialist decreased budgeted personnel cost by \$2,176, because the step at which the Program Specialist is budgeted is lower than the step at which the Health Educator 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 700837 to an Operations Supervisor decreased budgeted personnel cost by \$26,810, 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 717076 to an Administrative Specialist increased budgeted personnel cost by \$5,803, because the step at which the Administrative Specialist 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, Temporary, Non Base Fringe, and Non Base Insurance 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

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 decrease by \$13,792
- Salary related expense budget will decrease by \$8,386
- Insurance benefits budget will decrease by \$1,001
- Temporary personnel budget will increase by \$20,465
- Non Base Fringe budget will increase by \$10,333
- Non Base Insurance budget will increase by \$1485
- Premium budget will decrease by \$1,516
- Supplies budget will decrease by \$6,546
- Travel & Training budget will decrease by 1,042

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 716777, 703951, 703747,713501, 700837 and 717076 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 1.00 FTE Manager 2 to a 1.00 FTE Manager Senior, position 716777, in the Mental Health and Addiction Services Division of the Health Department. Class Comp approved #3186.
- Reclassify a 0.80 FTE Community Health Specialist 2 to a 0.80 FTE Disease Intervention Specialist, position 703951, in the Community Health Services Division of the Health Department. Class Comp approved #3192.
- Reclassify a 1.00 FTE Office Assistant 2 to a 1.00 FTE Clerical Unit Coordinator, position 703747, in the Integrated Clinical Services Division of the Health Department. Class Comp approved #3193.
- Reclassify a 1.00 FTE Health Educator to a 1.00 FTE Program Specialist, position 713501, in the Public Health Division of the Health Department. Class Comp approved #3200.
- Reclassify a 1.00 FTE Operations Administrator to a 1.00 FTE Operations Supervisor, position 700837, in the Integrated Clinical Services Division of the Health Department. Class Comp

approved #3202.

- Reclassify a 1.00 FTE Office Assistant 2 to a 1.00 FTE Administrative Specialist, position 717076, in the Business Operations Division of the Health Department. Class Comp approved #3208.

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: _____