



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-35-16: Authorizing three position reclassifications within the Health Department

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

Department: 40 - Health Department Division: Integrated Clinical Services, Public Health

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 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 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 40010 – Communicable Disease Prevention and Control

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 40035 – Health Assessment, Planning and Evaluation.

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

### **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 716646 to a Health Policy Analyst Senior increased budgeted personnel cost by \$3,091, because the step at which the Health Policy Analyst Senior is budgeted is higher than the step at which the Program Specialist Senior is budgeted. The increase in cost is offset by a decrease in Professional Services, for no net fiscal impact this fiscal year.

The reclassification of position 705581 to a Research Evaluation Analyst Senior decreased budgeted personnel cost by \$90, 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 an increase in Supplies, for no net fiscal impact this fiscal year.

The reclassification of position 715764 to a Physician increased budgeted personnel cost by \$4,903, 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.

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 \$6,048
- Salary related expense budget will increase by \$1,417
- Insurance benefits budget will increase by \$439
- Supplies budget will increase by \$90
- Temporary budget will decrease by \$3,607
- Non-Base Fringe will decrease by \$1,034
- Non-Base Insurance will decrease by \$262
- Professional Services budget will decrease by \$3,091

**8. What do the changes accomplish?**

Change of classification for positions 716646, 705581, and 715764 better fits the duties of the 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 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.

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