



Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS

AGENDA # C-8 DATE 8/4/16
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 080416
Agenda Item #: C.8
Est. Start Time: 9:30 am
Date Submitted: 092016

Agenda Title: BUDGET MODIFICATION # HD-02-17: Authorizing one position re-classification within the Health Department

Requested Meeting Date: August 4, 2016

Time Needed: N/A - Consent

Department: 40 - Health Department

Division: 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 one position. 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 1.00 FTE Finance Technician to a 1.00 FTE Office Assistant Senior, position 714530, in the Public Health Division of the Health Department. Class Comp approved the reclassification effective 11/20/15 (reclassification #3399). This position is responsible for setting up and confirming meeting locations; developing meeting agendas, sending out meeting requests and reminders, printing meeting materials, and taking minutes; maintaining calendars; coordinating catering; managing registration for events; responding to requests for program information; sending out weekly E-newsletter; providing community outreach; entering, compiling, and analyzing survey and events/trainings data; providing assistance to grant recipients to ensure compliance; making recommendations for changes or improvements; resolving billing issues by analyzing billing data and workflows; collaborating with program managers, operations staff, Accounts Receivable staff and/or Medicaid staff to identify and resolve billing discrepancies and errors; performing data entry to correct inaccurate EPIC billing data; supporting the Leadership team and executing special projects assigned by the program supervisor.

This change impacts program offer 40056 – Healthy Families and 40057 – Future Generations

Collaborative

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 714530 to an Office Assistant Senior 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?

No financial impact on the budget and no change the Health Department's total FTE.

8. What do the changes accomplish?

Changes of classification for position 714530 better fit the duties of this positions as determined by the Class/Comp Unit of Central Human Resources.

9. Do any personnel actions result from this budget modification?

Changes of classification for position 714530 better fit the duties of this positions as determined by the Class/Comp Unit of Central Human Resources.

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:** Joanne Fuller /s/

Date: July 19, 2016

Budget Analyst: Jeff Renfro /s/

Date: July 20, 2016

Department HR: Holly Calhoun /s/

Date: July 20, 2016

Countywide HR: Karie Miller /s/

Date: July 20, 2016

Exp/Rev/FTE - Budget Modification

Budget Year: 2017

Budget Modification: HD-02-17

Expenditures & Revenues

An increase in revenue is shown as a negative value and a decrease as a positive value for consistency with SAP.

Line No.	Program Offer Number	Fund Code	Fund Center	Func. Area	Cost Object	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
1	40056-17	1000	40-47	0030	44701-GF	60000 - Permanent	729,947	729,947	0	
2	40056-17	1000	40-47	0030	44701-GF	60130 - Salary Related Expns	247,759	247,759	0	
3	40056-17	1000	40-47	0030	44701-GF	60140 - Insurance Benefits	243,435	243,435	0	
1000 Total										0
40-47 Total										0
Program Offer Number 40056-17 Total										0
4	40057-17	1000	40-47	0030	404714	60000 - Permanent	93,709	93,709	0	
5	40057-17	1000	40-47	0030	404714	60130 - Salary Related Expns	30,135	30,135	0	
6	40057-17	1000	40-47	0030	404714	60140 - Insurance Benefits	29,296	29,296	0	
1000 Total										0
40-47 Total										0
Program Offer Number 40057-17 Total										0

Exp/Rev/FTE - Budget Modification

Budget Year: 2017

Budget Modification: HD-02-17

Annualized Personnel Changes

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

						Annualized				
Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
714530	6002	Office Assistant/Sr	64839	1000	404714	0.50	24,026	8,736	9,242	42,004
714530	6002	Office Assistant/Sr	64839	1000	44701-GF	0.50	24,026	8,736	9,242	42,004
714530	6027	Finance Technician	64839	1000	404714	(0.50)	(24,026)	(8,736)	(9,242)	(42,004)
714530	6027	Finance Technician	64839	1000	44701-GF	(0.50)	(24,026)	(8,736)	(9,242)	(42,004)
Total Annualized Changes:						0.00				

Current Year Personnel Changes

Cost/savings that will take place in this FY; these explain the actual dollar amounts being changed by this BudMod.

						Current Year				
Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
714530	6002	Office Assistant/Sr	64839	1000	404714	0.50	24,026	8,736	9,242	42,004
714530	6002	Office Assistant/Sr	64839	1000	44701-GF	0.50	24,026	8,736	9,242	42,004
714530	6027	Finance Technician	64839	1000	404714	(0.50)	(24,026)	(8,736)	(9,242)	(42,004)
714530	6027	Finance Technician	64839	1000	44701-GF	(0.50)	(24,026)	(8,736)	(9,242)	(42,004)
Total Current FY Changes:						0.00	\$0	\$0	\$0	\$0