



Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS

AGENDA # C-3 DATE 12/17/15
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 12/17/15
Agenda Item #: C.3
Est. Start Time: 9:30 am
Date Submitted: 12/7/15

Agenda Title: BUDGET MODIFICATION # HD-20-16: Authorizing two position reclassifications within the Health Department

Requested Meeting Date: December 17, 2015

Time Needed: N/A - Consent

Department: 40 - Health Department

Division: Integrated Clinic Services,
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 two 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 Dental Equipment Specialist to a 1.00 FTE Project Manager, position 716245, in the Integrated Clinical Services Division of the Health Department. Class Comp approved the reclassification effective 3/11/2015 (reclassification #3145). This position is responsible for representing the interests of the dental division on small to medium size projects such as an entire dental clinic or smaller remodel projects; producing AutoCad design drawings; evaluating all dental clinics and identifying problems or needs and listing the project objectives to provide better solutions; planning project actions; estimating time and budget costs; organizing projects, assigning tasks, and scheduling dates for completion; monitoring budgets; providing status reports to the team; meeting with outside vendors to ensure the correct installation specifications for any dental equipment purchased or moved; performing preventative maintenance or service on dental equipment; monitoring and evaluating maintenance schedules and equipment updates; calibrating new equipment before entry into clinical use; and evaluating, implementing

and monitoring infection control processes and sterile processes.
This change impacts program offers 40017 – Dental Services

Reclassify a 1.00 FTE Finance Manager to a 1.00 FTE Finance Manager Senior, position 702053, in the Business Services Division of the Health Department. Class Comp approved the reclassification effective 4/9/2015 (reclassification #3182). This position is responsible for directing strategic long-term and short-term activities by determining policy, program priorities, and the utilization of resources; ensuring the budgetary, financial, and business operations align with the mission, vision, values, and strategic plan; recommending process improvements; supervising the budget team and function with shared accountability with the Deputy Director for day-to-day questions and communication; participating in program planning, policy direction, development of work plans, goals, and objectives; representing the department in a variety of internal and external committees and task forces; providing expert consultation to external agencies and committees, senior County staff, and elected officials; and serving as the Deputy Director in his/her absence. This change impacts program offer 40041 – Medical Accounts Receivable

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 716245 to a Project Manager increased budgeted personnel cost by \$27,588, because the step at which the Project Manager is budgeted is higher than the step at which the Dental Equipment Specialist is budgeted. The increase in cost is offset by a decrease in Medical and Dental Supplies, Premium, Temporary, Non Base Fringe, and Non Base Insurance for no net fiscal impact this fiscal year.

The reclassification of position 702053 to a Finance Manager 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?

The Health Department's budget will have the following changes:

- Permanent personnel budget will increase by \$20,294
- Salary related expense budget will increase by \$5,824
- Insurance benefits budget will increase by \$1,470
- Temporary personnel budget will decrease by \$10,147
- Non Base Fringe budget will decrease by \$2,912
- Non Base Insurance budget will decrease by \$735
- Premium budget will decrease by \$5,518
- Medical & Dental Supplies budget will decrease by \$8,276

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 716245, and 702053 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 Dental Equipment Specialist to a 1.00 FTE Project Manager, position 716245, in the Integrated Clinical Services Division of the Health Department. Class Comp approved #3145.
- Reclassify a 1.00 FTE Finance Manager to a 1.00 FTE Finance Manager Senior, position 702053, in the Business Services Division of the Health Department. Class Comp approved #3182.

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: December 7, 2015

Budget Analyst: Jeff Renfro /s/

Date: December 7, 2015

Department HR: Holly Calhoun /s/

Date: December 7, 2015

Countywide HR: Karie Miller /s/

Date: December 7, 2015

Exp/Rev/FTE - Budget Modification

Budget Year: 2016

Budget Modification: HD-20-16

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	40017-16	10010	40-60	0030	46550-00-10010	60000 - Permanent	887,003	891,062	4,059	
2	40017-16	10010	40-60	0030	46550-00-10010	60130 - Salary Related Expns	273,355	274,520	1,165	
3	40017-16	10010	40-60	0030	46550-00-10010	60140 - Insurance Benefits	173,020	173,314	294	
4	40017-16	10010	40-60	0030	46550-00-10010	60246 - Med&Dental Supplies	48,760	43,242	(5,518)	
5	40017-16	10010	40-60	0030	46600-00-10010	60000 - Permanent	764,080	768,139	4,059	
6	40017-16	10010	40-60	0030	46600-00-10010	60100 - Temporary	26,589	22,530	(4,059)	
7	40017-16	10010	40-60	0030	46600-00-10010	60130 - Salary Related Expns	239,398	240,563	1,165	
8	40017-16	10010	40-60	0030	46600-00-10010	60135 - Non Base Fringe	6,564	5,399	(1,165)	
9	40017-16	10010	40-60	0030	46600-00-10010	60140 - Insurance Benefits	167,195	167,489	294	
10	40017-16	10010	40-60	0030	46600-00-10010	60145 - Non Base Insurance	600	306	(294)	
11	40017-16	10010	40-60	0030	46650-00-10010	60000 - Permanent	703,806	707,865	4,059	
12	40017-16	10010	40-60	0030	46650-00-10010	60120 - Premium	12,158	6,640	(5,518)	
13	40017-16	10010	40-60	0030	46650-00-10010	60130 - Salary Related Expns	235,401	236,566	1,165	
14	40017-16	10010	40-60	0030	46650-00-10010	60140 - Insurance Benefits	154,579	154,873	294	
15	40017-16	10010	40-60	0030	46750-00-10010	60000 - Permanent	1,399,915	1,403,974	4,059	
16	40017-16	10010	40-60	0030	46750-00-10010	60100 - Temporary	41,295	37,236	(4,059)	
17	40017-16	10010	40-60	0030	46750-00-10010	60130 - Salary Related Expns	451,266	452,431	1,165	
18	40017-16	10010	40-60	0030	46750-00-10010	60135 - Non Base Fringe	8,944	7,779	(1,165)	
19	40017-16	10010	40-60	0030	46750-00-10010	60140 - Insurance Benefits	277,428	277,722	294	
20	40017-16	10010	40-60	0030	46750-00-10010	60145 - Non Base Insurance	929	635	(294)	
21	40017-16	10010	40-60	0030	46800-00-10010	60000 - Permanent	438,525	440,554	2,029	
22	40017-16	10010	40-60	0030	46800-00-10010	60130 - Salary Related Expns	133,041	133,623	582	
23	40017-16	10010	40-60	0030	46800-00-10010	60140 - Insurance Benefits	89,504	89,651	147	

Exp/Rev/FTE - Budget Modification

Budget Year: 2016

Budget Modification: HD-20-16

Line No.	Program Offer Number	Fund Code	Fund Center	Func. Area	Cost Object	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
24	40017-16	10010	40-60	0030	46800-00-10010	60246 - Med&Dental Supplies	24,609	21,851	(2,758)	
10010 Total										0
25	40017-16	26020	40-60	0030	46300-00-26020	60000 - Permanent	155,888	157,917	2,029	
26	40017-16	26020	40-60	0030	46300-00-26020	60100 - Temporary	21,414	19,385	(2,029)	
27	40017-16	26020	40-60	0030	46300-00-26020	60130 - Salary Related Expns	49,324	49,906	582	
28	40017-16	26020	40-60	0030	46300-00-26020	60135 - Non Base Fringe	1,788	1,206	(582)	
29	40017-16	26020	40-60	0030	46300-00-26020	60140 - Insurance Benefits	42,437	42,584	147	
30	40017-16	26020	40-60	0030	46300-00-26020	60145 - Non Base Insurance	482	335	(147)	
26020 Total										0
40-60 Total										0
Program Offer Number 40017-16 Total										0
31	40041-16	1000	40-90	0030	409200	60000 - Permanent	811,995	811,995	0	
32	40041-16	1000	40-90	0030	409200	60130 - Salary Related Expns	249,544	249,544	0	
33	40041-16	1000	40-90	0030	409200	60140 - Insurance Benefits	257,395	257,395	0	
1000 Total										0
40-90 Total										0
Program Offer Number 40041-16 Total										0
34	72020-16	3500	72-80	0020	705210	50316 - Svc Rmb Med/Dental	(71,124,102)	(71,124,837)	(735)	
35	72020-16	3500	72-80	0020	705210	60330 - Claims Paid	7,618,607	7,619,342	735	
3500 Total										0
72-80 Total										0

Exp/Rev/FTE - Budget Modification

Budget Year: 2016

Budget Modification: HD-20-16

Line No.	Program Offer Number	Fund Code	Fund Center	Func. Area	Cost Object	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
					Program Offer Number 72020-16 Total					0

Exp/Rev/FTE - Budget Modification

Budget Year: 2016

Budget Modification: HD-20-16

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
702053	9336	Finance Manager	61212	1000	409200	(1.00)	(112,001)	(33,253)	(22,272)	(167,526)
702053	9338	Finance Manager, Sr	61212	1000	409200	1.00	112,001	33,253	22,272	167,526
716245	6063	Project Manager	67109	26020	46300-00-26020	0.10	6,975	2,001	1,921	10,897
716245	6063	Project Manager	67109	10010	46550-00-10010	0.20	13,951	4,003	3,841	21,795
716245	6063	Project Manager	67109	10010	46600-00-10010	0.20	13,951	4,003	3,841	21,795
716245	6063	Project Manager	67109	10010	46650-00-10010	0.20	13,951	4,003	3,841	21,795
716245	6063	Project Manager	67109	10010	46750-00-10010	0.20	13,951	4,003	3,841	21,795
716245	6063	Project Manager	67109	10010	46800-00-10010	0.10	6,975	2,001	1,921	10,897
716245	6349	Dental Equipment Specialist	67109	26020	46300-00-26020	(0.10)	(4,946)	(1,419)	(1,774)	(8,139)
716245	6349	Dental Equipment Specialist	67109	10010	46550-00-10010	(0.20)	(9,892)	(2,838)	(3,547)	(16,277)
716245	6349	Dental Equipment Specialist	67109	10010	46600-00-10010	(0.20)	(9,892)	(2,838)	(3,547)	(16,277)
716245	6349	Dental Equipment Specialist	67109	10010	46650-00-10010	(0.20)	(9,892)	(2,838)	(3,547)	(16,277)
716245	6349	Dental Equipment Specialist	67109	10010	46750-00-10010	(0.20)	(9,892)	(2,838)	(3,547)	(16,277)
716245	6349	Dental Equipment Specialist	67109	10010	46800-00-10010	(0.10)	(4,946)	(1,419)	(1,774)	(8,139)
Total Annualized Changes:						0.00	\$20,294	\$5,824	\$1,470	\$27,588

Exp/Rev/FTE - Budget Modification

Budget Year: 2016

Budget Modification: HD-20-16

Current Year Personnel Changes

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

Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	Current Year				
						FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
702053	9336	Finance Manager	61212	1000	409200	(1.00)	(112,001)	(33,253)	(22,272)	(167,526)
702053	9338	Finance Manager, Sr	61212	1000	409200	1.00	112,001	33,253	22,272	167,526
716245	6063	Project Manager	67109	26020	46300-00-26020	0.10	6,975	2,001	1,921	10,897
716245	6063	Project Manager	67109	10010	46550-00-10010	0.20	13,951	4,003	3,841	21,795
716245	6063	Project Manager	67109	10010	46600-00-10010	0.20	13,951	4,003	3,841	21,795
716245	6063	Project Manager	67109	10010	46650-00-10010	0.20	13,951	4,003	3,841	21,795
716245	6063	Project Manager	67109	10010	46750-00-10010	0.20	13,951	4,003	3,841	21,795
716245	6063	Project Manager	67109	10010	46800-00-10010	0.10	6,975	2,001	1,921	10,897
716245	6349	Dental Equipment Specialist	67109	26020	46300-00-26020	(0.10)	(4,946)	(1,419)	(1,774)	(8,139)
716245	6349	Dental Equipment Specialist	67109	10010	46550-00-10010	(0.20)	(9,892)	(2,838)	(3,547)	(16,277)
716245	6349	Dental Equipment Specialist	67109	10010	46600-00-10010	(0.20)	(9,892)	(2,838)	(3,547)	(16,277)
716245	6349	Dental Equipment Specialist	67109	10010	46650-00-10010	(0.20)	(9,892)	(2,838)	(3,547)	(16,277)
716245	6349	Dental Equipment Specialist	67109	10010	46750-00-10010	(0.20)	(9,892)	(2,838)	(3,547)	(16,277)
716245	6349	Dental Equipment Specialist	67109	10010	46800-00-10010	(0.10)	(4,946)	(1,419)	(1,774)	(8,139)
Total Current FY Changes:						0.00	\$20,294	\$5,824	\$1,470	\$27,588