



# 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-24-17: Authorizing three position re-classifications within the Health Department

**Requested Meeting Date:** \_\_\_\_\_ **Time Needed:** N/A - Consent

**Department:** 40 - Health Department **Division:** \_\_\_\_\_

**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 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 Data Analyst to a 1.00 FTE Data Analyst Sr, position 713284, in the Human Resources Division of the Health Department. Class Comp approved the reclassification effective 4/6/16 (reclassification #3588). This position is responsible for providing advanced level data analysis and report writing, including routine, ad-hoc, and sophisticated complex multivariate reports; collecting, compiling, extracting, and organizing complex information and data from multiple systems; developing tools to present data in a useful format; developing web forms and tracking databases; developing and maintaining queries for data collection and analysis; reviewing, analyzing, evaluating, and documenting business processes; modifying and implementing new process and performance measures; preparing transaction files for batch updates of HRIS data; creating workflow diagrams, and implementing workflow enhancements; creating surveys and processes to evaluate programs and other organizational and staff development activities; developing processes to streamline data collection, entry, and reporting; developing procedures, algorithms, templates, and scripts to import and extract mass data loads to SAP and other systems; creating and maintaining database tables; designing, developing, and maintaining

relevant dashboards and other quality management reports; serving as the liaison with SAP and countywide IT; and providing technical assistance to outside agencies and contractors regarding countywide IT automated systems.

This change impacts program offer 40039 – Human Resources and Training

Reclassify a 1.00 FTE Program Specialist Senior to a 1.00 FTE Mental Health Consultant, position 716747, in the Mental Health and Addiction Services Division of the Health Department. Class Comp approved the reclassification effective 10/10/16 (reclassification #3590). This position is responsible for screening calls; completing the Serious Event Reporting Form and sending it to OAAPI; providing consultation to case managers and other providers to determine the best course of action to maintain client safety; filing police reports if there is reason to believe a crime has been committed and obtaining restraining orders as needed; investigating allegations of abuse and neglect in mental health programs or facilities; interviewing complainants, witnesses, alleged victims, alleged perpetrators, and other relevant parties; reviewing, interpreting, and collecting medical, mental health, and social information from treatment records and medical charts; consulting with medical and mental health professionals, recommending services to persons at risk of financial exploitation, self-neglect, physical abuse, and medical risk; compiling and analyzing all investigative findings; writing detailed investigative reports summarizing findings and supporting conclusions and recommendations for corrective action by mental health providers; reviewing new and revised policies, approving or denying training curriculums, providing technical assistance to external and internal programs, including document review and feedback, in person meetings, and rule interpretation; and providing standardized training to community providers on mandatory reporting of abuse and protective services.

This change impacts program offer 40068 – Mental Health Quality Management & Protective Services

Reclassify a 1.00 FTE Office Assistant Senior to a 1.00 FTE Program Coordinator, position 716962, in the Integrated Clinical Services Division of the Health Department. Class Comp approved the reclassification effective 10/14/16 (reclassification #3596). This position is responsible for leading the planning, coordinating/scheduling, and evaluation of operations for primary care projects; assisting in developing goals, objectives, and activities to reach metrics developed by the Oregon Health Authority; assessing current Health Department policies and procedures against what is needed to provide training and evaluation of primary care work; drafting and gaining approval of new or revised policies and procedures; developing training manuals, workflows, and other documents; developing and making presentations and providing training to staff; training and orienting new staff; tracking, assessing, and evaluating employee performance and escalating opportunities for improvement or performance concerns; serving as the primary program liaison between ICS leadership and the primary care personnel; serving as the subject matter expert on how to perform work, receive training, and the collection and reporting of metrics; and assisting and providing technical assistance for local improvement plans at individual primary care clinics.

This change impacts program offer 40034 – Quality Assurance

### **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 713284 to a Data Analyst Senior increased budgeted personnel cost by \$14, because the step at which the Data Analyst Senior is budgeted is higher than the step at which the Data Analyst 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.

The reclassification of position 716747 to a Mental Health Consultant decreased budgeted personnel cost by \$8,812, because the step at which the Mental Health Consultant is budgeted is

lower than the step at which the Program Specialist Senior 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 716962 to a Program Coordinator increased budgeted personnel cost by \$4,244, because the step at which the Program Coordinator is budgeted is higher than the step at which the Office Assistant Senior 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 decrease by \$1,824
- Salary related expense budget will decrease by \$2,597
- Insurance benefits budget will decrease by \$133
- Temporary budget will increase by \$3,376
- Non Base Fringe budget will increase by \$1,047
- Non Base Insurance budget will increase by \$133

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 713284, 716747, and 716962 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 Data Analyst to a 1.00 FTE Data Analyst Sr, position 713284, in the Human Resources Division of the Health Department. Class Comp approved #3588.

Reclassify a 1.00 FTE Program Specialist Senior to a 1.00 FTE Mental Health Consultant, position 716747, in the Mental Health and Addiction Services Division of the Health Department. Class Comp approved #3590.

Reclassify a 1.00 FTE Office Assistant Senior to a 1.00 FTE Program Coordinator, position

716962, in the Integrated Clinical Services Division of the Health Department. Class Comp approved #3596.

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