



**Multnomah County**  
**Agenda Placement Request**  
**Budget Modification**  
(FY 2018)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # C.5 DATE 10/25/18  
TAJA NELSON, ASST. BOARD CLERK

**Board Clerk Use Only**

Meeting Date: 10/25/18  
Agenda Item #: C.5  
Est. Start Time: 9:30 a.m.  
Date Submitted: 10/17/18

**Agenda Title: BUDGET MODIFICATION # HD-08-19: Authorizing two position reclassifications within the Health Department**

Requested Meeting Date: 10/25/18 Time Needed: N/A Consent

Department: 40 - Health Department Division: Integrated Clinical Services

Contact(s): Angel Landrón-González- Budget & Finance Manager

Phone: (503) 988-7438 Ext. 87438 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 adjustment resulting from the reclassification of two positions. This change will not impact the Health Department's total FTE for FY 2019.

**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 Project Manager Represented, position 714880, in the Integrated Clinical Services Division of the Health Department. Class Comp approved the reclassification effective 3/5/18 (reclassification #4151). This position will be responsible for organizing, facilitating, and participating in meetings of stakeholder groups to identify needs and build consensus and collaboration; outlining project scope, milestones, levels of involvement, and staff, training, and resources needed; preparing project tools, including budgets, implementation plans, and policies/procedures to support the achievement of project objectives; participating in strategic planning for program area; working to bridge divergent groups or viewpoints to reach an understanding and resolution; leading project teams; developing and monitoring adherence to project plans, schedules, and budgets; communicating progress to stakeholders; identifying problems, barriers, and possible risk mitigation; identifying training needs related to projects, and coordinating and conducting training; documenting processes, procedures, and business requirements; modifying project plans as necessary; developing sustainability plans in partnership with project stakeholders; monitoring and regularly communicating project status to

leadership, project sponsors, and other key stakeholders; facilitating project meetings; preparing presentations and submitting project reports; conferring with senior leadership as needed to discuss and resolve issues critical to the project's execution and success; preparing and submitting project grant reports; and representing the division in meetings, administrative hearings, and committee meetings.

This change impacts program offer 40034 – Quality Assurance.

Reclassify a 1.00 FTE Program Coordinator to a 1.00 FTE Program Supervisor, position 717532, in the Integrated Clinical Services Division of the Health Department. Class Comp approved the reclassification effective 10/9/18 (reclassification #4193). This position will be responsible for directing the work of the Preventative Care Medical Assistants program (PCMA); prioritizing and assigning work; developing procedures; hiring staff, establishing work schedules, and monitoring work; evaluating staff performance, and providing training; exploring solutions to problems and selecting the best alternatives; authorizing the redistribution of resources to meet changing program needs; coordinating with external and internal agencies to ensure compliance; providing leadership through facilitation, consensus building, and collaboration; working with the Primary Care Services Director to develop and implement new program initiatives, professional opportunities, and other advancement initiatives; collaborating with site leadership and/or the Site Medical Directors about individual clinic improvement metrics; providing outreach to patients, ordering necessary testing, documenting contact and care provided; directing the development and implementation of project goals, objectives, policies, and priorities; conducting statistical analysis concerning workload and staffing levels at all primary care clinics; monitoring financial performance and implementing corrective action as needed; monitoring and analyzing expenditures, and analyzing trends and variances.

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 714880 to a Project Manager Represented increased budgeted personnel cost by \$5,996, because the Project Manager Represented is a higher paygrade than the Program Specialist Sr. The increase in cost is offset by a decrease in Supplies and Premium, for no net fiscal impact this fiscal year.

The reclassification of position 717532 to a Program Supervisor increased budgeted personnel cost by \$3,604, because the Program Supervisor is a higher paygrade than the Program Coordinator. The increase in cost is offset by a decrease in Travel and Training, 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), step and merit pay increases in accordance with collective bargaining agreements and county personnel rules. 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 \$6,554
- Salary related expense budget will increase by \$2,597
- Insurance benefits budget will increase by \$499
- Temporary budget will decrease by \$1,678
- Non Base Fringe budget will decrease by \$397
- Non Base Insurance budget will decrease by \$20
- Premium budget will decrease by \$2,998
- Supplies budget will decrease by \$3,372
- Central Indirect budget will increase by \$80
- Dept Indirect budget will increase by \$294

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?**

Change of classification for positions 714880 and 717532 better fits 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 Program Specialist Senior to a 1.00 FTE Project Manager Represented, position 714880, in the Integrated Clinical Services Division of the Health Department. Class Comp approved #4151.

Reclassify a 1.00 FTE Program Coordinator to a 1.00 FTE Program Supervisor, position 717532, in the Integrated Clinical Services Division of the Health Department. Class Comp approved #4193.

**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:** Wendy Lear/s/

**Date:** 10/16/2018

**Budget Analyst:** Trista Zugel-Bensel/s/

**Date:** 10/17/2018

**Department HR:** Cessa Diaz/s/

**Date:** 10/15/2018

**Countywide HR:** Karie Miller/s/

**Date:** 10/16/2018

## Exp/Rev/FTE - Budget Modification

Budget Year: 2019

Budget Modification: HD-08-19

### 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                  | 40034-19             | 1000      | 40-80       | 0030       | 47005-GF       | 60000 - Permanent            | 0              | 896            | 896                         |          |
| 2                  | 40034-19             | 1000      | 40-80       | 0030       | 47005-GF       | 60130 - Salary Related Expns | 0              | 303            | 303                         |          |
| 3                  | 40034-19             | 1000      | 40-80       | 0030       | 47005-GF       | 60140 - Insurance Benefits   | 0              | 310            | 310                         |          |
| 4                  | 40034-19             | 1000      | 40-80       | 0030       | 47005-GF       | 60260 - Travel & Training    | 10,000         | 8,491          | (1,509)                     |          |
| <b>1000 Total</b>  |                      |           |             |            |                |                              |                |                |                             | 0        |
| 5                  | 40034-19             | 10010     | 40-80       | 0030       | 47005-10-10010 | 60000 - Permanent            | 615,635        | 616,999        | 1,364                       |          |
| 6                  | 40034-19             | 10010     | 40-80       | 0030       | 47005-10-10010 | 60100 - Temporary            | 1,741          | 63             | (1,678)                     |          |
| 7                  | 40034-19             | 10010     | 40-80       | 0030       | 47005-10-10010 | 60130 - Salary Related Expns | 212,884        | 213,770        | 886                         |          |
| 8                  | 40034-19             | 10010     | 40-80       | 0030       | 47005-10-10010 | 60135 - Non Base Fringe      | 417            | 20             | (397)                       |          |
| 9                  | 40034-19             | 10010     | 40-80       | 0030       | 47005-10-10010 | 60140 - Insurance Benefits   | 158,470        | 158,315        | (155)                       |          |
| 10                 | 40034-19             | 10010     | 40-80       | 0030       | 47005-10-10010 | 60145 - Non Base Insurance   | 28             | 8              | (20)                        |          |
| <b>10010 Total</b> |                      |           |             |            |                |                              |                |                |                             | 0        |
| 11                 | 40034-19             | 10020     | 40-80       | 0030       | 4CA117-1-4     | 60120 - Premium              | 18,500         | 15,502         | (2,998)                     |          |
| 12                 | 40034-19             | 10020     | 40-80       | 0030       | 4CA117-1-5     | 60000 - Permanent            | 338,305        | 340,452        | 2,147                       |          |
| 13                 | 40034-19             | 10020     | 40-80       | 0030       | 4CA117-1-5     | 60130 - Salary Related Expns | 118,708        | 119,412        | 704                         |          |
| 14                 | 40034-19             | 10020     | 40-80       | 0030       | 4CA117-1-5     | 60140 - Insurance Benefits   | 86,474         | 86,621         | 147                         |          |
| <b>10020 Total</b> |                      |           |             |            |                |                              |                |                |                             | 0        |
| 15                 | 40034-19             | 20500     | 40-80       | 0030       | 4FA52-17-35    | 60000 - Permanent            | 94,590         | 96,737         | 2,147                       |          |
| 16                 | 40034-19             | 20500     | 40-80       | 0030       | 4FA52-17-35    | 60130 - Salary Related Expns | 32,248         | 32,952         | 704                         |          |
| 17                 | 40034-19             | 20500     | 40-80       | 0030       | 4FA52-17-35    | 60140 - Insurance Benefits   | 26,415         | 26,562         | 147                         |          |
| 18                 | 40034-19             | 20500     | 40-80       | 0030       | 4FA52-17-35    | 60240 - Supplies             | 4,501          | 1,129          | (3,372)                     |          |
| 19                 | 40034-19             | 20500     | 40-80       | 0030       | 4FA52-17-35    | 60350 - Central Indirect     | 4,291          | 4,371          | 80                          |          |

**Exp/Rev/FTE - Budget Modification**

Budget Year: 2019

Budget Modification: HD-08-19

| Line No.                                   | Program Offer Number | Fund Code | Fund Center | Func. Area | Cost Object | Cost Element               | Current Amount | Revised Amount | Change Increase/ (Decrease) | Subtotal    |
|--|----------------------|-----------|-------------|------------|-------------|----------------------------|----------------|----------------|-----------------------------|-------------|
| 20   | 40034-19             | 20500     | 40-80       | 0030       | 4FA52-17-35 | 60355 - Dept Indirect      | 15,034         | 15,328         | 294                         |             |
| <b>20500 Total</b>                         |                      |           |             |            |             |                            |                |                |                             | <b>0</b>    |
| <b>40-80 Total</b>                         |                      |           |             |            |             |                            |                |                |                             | <b>0</b>    |
| <b>Program Offer Number 40034-19 Total</b> |                      |           |             |            |             |                            |                |                |                             | <b>0</b>    |
| 21   | 40043-19             | 1000      | 40-90       | 0030       | 409001      | 50370 - Dept Indirect Rev  | (10,753,840)   | (10,754,134)   | (294)                       |             |
| 22   | 40043-19             | 1000      | 40-90       | 0030       | 409001      | 60100 - Temporary          | 55,240         | 55,534         | 294                         |             |
| <b>1000 Total</b>                          |                      |           |             |            |             |                            |                |                |                             | <b>0</b>    |
| <b>40-90 Total</b>                         |                      |           |             |            |             |                            |                |                |                             | <b>0</b>    |
| <b>Program Offer Number 40043-19 Total</b> |                      |           |             |            |             |                            |                |                |                             | <b>0</b>    |
| 23   | 72020-19             | 3500      | 72-80       | 0020       | 705210      | 50316 - Svc Rmb Med/Dental | (86,690,061)   | (86,690,490)   | (429)                       |             |
| 24   | 72020-19             | 3500      | 72-80       | 0020       | 705210      | 60330 - Claims Paid        | 5,861,945      | 5,862,374      | 429                         |             |
| <b>3500 Total</b>                          |                      |           |             |            |             |                            |                |                |                             | <b>0</b>    |
| <b>72-80 Total</b>                         |                      |           |             |            |             |                            |                |                |                             | <b>0</b>    |
| <b>Program Offer Number 72020-19 Total</b> |                      |           |             |            |             |                            |                |                |                             | <b>0</b>    |
| 25   | 95000-19             | 1000      | 19          | 0020       | 9500001000  | 60470 - Contingency        | 11,387,934     | 11,388,014     | 80                          |             |
| <b>1000 Total</b>                          |                      |           |             |            |             |                            |                |                |                             | <b>80</b>   |
| <b>19 Total</b>                            |                      |           |             |            |             |                            |                |                |                             | <b>80</b>   |
| <b>Program Offer Number 95000-19 Total</b> |                      |           |             |            |             |                            |                |                |                             | <b>80</b>   |
| 26   | 95001-19             | 1000      | 19          | 0020       | 9500001000  | 50310 - Intl Svc Reimburse | (6,411,058)    | (6,411,138)    | (80)                        |             |
| <b>1000 Total</b>                          |                      |           |             |            |             |                            |                |                |                             | <b>(80)</b> |

**Exp/Rev/FTE - Budget Modification**

Budget Year: 2019

Budget Modification: HD-08-19

| Line No. | Program Offer Number | Fund Code | Fund Center | Func. Area                                 | Cost Object | Cost Element | Current Amount | Revised Amount | Change Increase/ (Decrease) | Subtotal    |
|----------|----------------------|-----------|-------------|--|-------------|--------------|----------------|----------------|-----------------------------|-------------|
|          | <b>19 Total</b>      |           |             |  |             |              |                |                |                             | <b>(80)</b> |
|          |                      |           |             | <b>Program Offer Number 95001-19 Total</b> |             |              |                |                |                             | <b>(80)</b> |

### Exp/Rev/FTE - Budget Modification

Budget Year: 2019

Budget Modification: HD-08-19

#### 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           |
| 714880                           | 6063 | Project Manager       | 66976  | 10020 | 4CA117-1-5         | 0.50        | 36,930           | 12,113         | 10,837            | 59,880          |
| 714880                           | 6063 | Project Manager       | 66976  | 20500 | 4FA52-17-35        | 0.50        | 36,930           | 12,113         | 10,837            | 59,880          |
| 714880                           | 6088 | Program Specialist/Sr | 66976  | 10020 | 4CA117-1-5         | (0.50)      | (34,783)         | (11,409)       | (10,690)          | (56,882)        |
| 714880                           | 6088 | Program Specialist/Sr | 66976  | 20500 | 4FA52-17-35        | (0.50)      | (34,783)         | (11,409)       | (10,690)          | (56,882)        |
| 717532                           | 6022 | Program Coordinator   | 68058  | 10010 | 47005-10-10010     | (1.00)      | (56,703)         | (18,599)       | (20,498)          | (95,800)        |
| 717532                           | 9361 | Program Supervisor    | 68058  | 10010 | 47005-10-10010     | 0.98        | 58,521           | 19,780         | 20,291            | 98,592          |
| 717532                           | 9361 | Program Supervisor    | 68058  | 1000  | 47005-GF           | 0.02        | 1,195            | 404            | 413               | 2,012           |
| <b>Total Annualized Changes:</b> |      |                       |        |       |                    | <b>0.00</b> | <b>\$7,307</b>   | <b>\$2,993</b> | <b>\$500</b>      | <b>\$10,800</b> |

#### 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    |
| 714880          | 6063 | Project Manager       | 66976  | 10020 | 4CA117-1-5         | 0.50         | 36,930           | 12,113         | 10,837            | 59,880   |
| 714880          | 6063 | Project Manager       | 66976  | 20500 | 4FA52-17-35        | 0.50         | 36,930           | 12,113         | 10,837            | 59,880   |
| 714880          | 6088 | Program Specialist/Sr | 66976  | 10020 | 4CA117-1-5         | (0.50)       | (34,783)         | (11,409)       | (10,690)          | (56,882) |
| 714880          | 6088 | Program Specialist/Sr | 66976  | 20500 | 4FA52-17-35        | (0.50)       | (34,783)         | (11,409)       | (10,690)          | (56,882) |
| 717532          | 6022 | Program Coordinator   | 68058  | 10010 | 47005-10-10010     | (0.75)       | (42,527)         | (13,949)       | (15,373)          | (71,849) |
| 717532          | 9361 | Program Supervisor    | 68058  | 10010 | 47005-10-10010     | 0.74         | 43,891           | 14,835         | 15,218            | 73,944   |
| 717532          | 9361 | Program Supervisor    | 68058  | 1000  | 47005-GF           | 0.02         | 896              | 303            | 310               | 1,509    |

### Exp/Rev/FTE - Budget Modification

Budget Year: 2019

Budget Modification: HD-08-19

|  |                           |      |         |         |       |         |
|--|---------------------------|------|---------|---------|-------|---------|
|  | Total Current FY Changes: | 0.00 | \$6,554 | \$2,597 | \$449 | \$9,600 |
|--|---------------------------|------|---------|---------|-------|---------|