



# Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # C.2 DATE 5/21/15  
LYNDA GROW, BOARD CLERK

### Board Clerk Use Only

Meeting Date: 5/21/15  
Agenda Item #: C.2  
Est. Start Time: 9:30 am  
Date Submitted: 5/11/15

**Agenda Title: BUDGET MODIFICATION # HD-37-15: Authorizing three position re-classifications within the Health Department**

Requested Meeting Date: May 21st, 2015

Time Needed: N/A - Consent

Department: 40 - Health Department

Division: Integrated Clinical Services,  
Community Health 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 2015.

#### 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 Office Assistant 2 to a 1.00 FTE Health Assistant 1, position 702628, in the Community Health Services Division of the Health Department. Class Comp approved the reclassification effective 6/1/2015 (reclassification #2861). This position will be responsible for providing overall front desk clerical support; answering phones and emails; explaining services and eligibility policies to patients; scheduling appointments and reminding clients of appointments; checking clients in and out; assembling, pulling, and filing client charts; making referrals to other programs or agencies; forecasting immunizations for children and adults; interviewing clients to collect information; coding vaccines and collecting fees for services; ordering office supplies; and performing time entry into SAP.

This change impacts program offer 40010A – Communicable Disease Prevention and Control

Reclassify a 0.75 FTE Program Technician to a 0.75 FTE Research Evaluation Analyst 1, position

707504, in the Public Health Division of the Health Department. Class Comp approved the reclassification effective 10/9/2014 (reclassification #2864). The primary purpose of this position is to provide the Program Design and Evaluation Services (PDES) with research support essential for data collection, project coordination, and the preparation of study results for dissemination to programs, partners, and the scientific community. This position is responsible for recruiting study participants; conducting in-person and telephone interviews, creating databases in analytic software; entering, maintaining, and cleaning data; contacting research and community partners; translating documents; conducting internal research and literature reviews; and assisting in the preparation of reports and presentations, including basic descriptive statistical analysis. This change impacts program offer 40035 – Health Assessment, Planning and Evaluation

Reclassify a 0.85 FTE Program Technician to a 0.85 FTE Operations Process Specialist, position 705759, in the Community Health Services Division of the Health Department. Class Comp approved the reclassification effective 10/9/2014 (reclassification #2865). This position is responsible for serving as an expert on a broad portfolio of applications and standard program workflows; promoting standard workflows and best practices; working with end—users and leadership to identify, analyze, and clarify areas for improvement in systems, hardware, and workflows; recommending and assisting in implementing solutions; completing application configuration; developing and revising training documents, operational process toolkits, and curriculum; and providing training. This change impacts program offer 40037 – Environmental Health Education, Outreach and Housing, and 40007 – Health Inspections and Education

### **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 702628 to a Health Assistant 1 decreased budgeted personnel cost by \$907, because the step at which the Health Assistant 1 is budgeted is lower than the step at which the Office Assistant 2 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 707504 from a Program Technician to a Research Evaluation Analyst 1 is budget neutral.

The reclassification of position 705759 to an Operations Process Specialist increased budgeted personnel cost by \$8,462, because the step at which the Operations Process Specialist is budgeted is higher than the step at which the Program Technician is budgeted. The increase in cost is offset by a decrease in Temporary, Non Base Fringe, Non Base Insurance, and Travel & Training for no net fiscal impact this fiscal year.

### **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 \$5,500
- Salary related expense budget will increase by \$1,657
- Insurance benefits budget will increase by \$399
- Temporary personnel budget will decrease by \$2,982
- Non Base Fringe budget will decrease by \$873
- Non Base Insurance budget will decrease by \$216
- Travel & Training budget will decrease by \$3,485

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 702628, 707504, and 705759 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 Office Assistant 2 to a 1.00 FTE Health Assistant 1, position 702628, in the Community Health Services Division of the Health Department. Class Comp approved #2861.
- Reclassify a 0.75 FTE Program Technician to a 0.75 FTE Research Evaluation Analyst 1, position 707504, in the Public Health Division of the Health Department. Class Comp approved reclassification #2864.
- Reclassify a 0.85 FTE Program Technician to a 0.85 FTE Operations Process Specialist, position 705759, in the Community Health Services Division of the Health Department. Class Comp approved reclassification #2865.

**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:** Joanne Fuller /s/

**Date:** May 6th, 2015

**Budget Analyst:** Shannon Gutierrez /s/

**Date:** May 11th, 2015

**Department HR:** Holly Calhoun /s/

**Date:** April 30th, 2015

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

**Date:** May 7th, 2015

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

Budget Year: 2015

Budget Modification: HD-37-15

**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				
Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	(60000)	Fringe (60130)	(60140)	Total
702628	6001	Office Assistant 2	66575	1000	43600-GF	(1.00)	(39,676)	(13,046)	(17,028)	(69,750)
702628	6293	Health Assistant 1	66575	1000	43600-GF	1.00	32,305	10,066	16,494	58,865
705759	6020	Program Technician	66678	1000	403310	(0.50)	(21,816)	(6,798)	(9,906)	(38,521)
705759	6020	Program Technician	66678	1000	43360-GF	(0.35)	(15,273)	(4,759)	(6,935)	(26,967)
705759	6500	Operations Process Specialist	66678	1000	403310	0.50	26,646	8,303	10,257	45,205
705759	6500	Operations Process Specialist	66678	1000	43360-GF	0.35	18,654	5,813	7,180	31,646
707504	6020	Program Technician	67177	32279	4CA113-8	(0.10)	(4,742)	(1,559)	(1,759)	(8,060)
707504	6020	Program Technician	67177	32165	4SA66-1	(0.65)	(30,821)	(10,134)	(11,433)	(52,388)
707504	6085	Research/Evaluation Analyst 1	67177	32279	4CA113-8	0.10	4,742	1,559	1,759	8,060
707504	6085	Research/Evaluation Analyst 1	67177	32165	4SA66-1	0.65	30,821	10,134	11,433	52,388
<b>Total Annualized Changes:</b>						<b>0.00</b>	<b>\$839</b>	<b>(\$421)</b>	<b>\$61</b>	<b>\$479</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				
Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	(60000)	Fringe (60130)	(60140)	Total
702628	6001	Office Assistant 2	66575	1000	43600-GF	(0.08)	(3,306)	(1,087)	(1,419)	(5,813)
702628	6293	Health Assistant 1	66575	1000	43600-GF	0.08	2,692	839	1,375	4,905
705759	6020	Program Technician	66678	1000	403310	(0.38)	(16,388)	(5,107)	(7,432)	(28,926)
705759	6020	Program Technician	66678	1000	43360-GF	(0.26)	(11,473)	(3,575)	(5,203)	(20,250)
705759	6500	Operations Process Specialist	66678	1000	403310	0.38	19,984	6,227	7,692	33,904
705759	6500	Operations Process Specialist	66678	1000	43360-GF	0.26	13,990	4,359	5,385	23,735

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

**Budget Year: 2015**

**Budget Modification: HD-37-15**

707504	6020	Program Technician	67177	32279	4CA113-8	(0.08)	(3,556)	(1,169)	(1,319)	(6,045)
707504	6020	Program Technician	67177	32165	4SA66-1	(0.49)	(23,115)	(7,600)	(8,575)	(39,291)
707504	6085	Research/Evaluation Analyst 1	67177	32279	4CA113-8	0.08	3,556	1,169	1,319	6,045
707504	6085	Research/Evaluation Analyst 1	67177	32165	4SA66-1	0.49	23,115	7,600	8,575	39,291
<b>Total Current FY Changes:</b>						<b>0.00</b>	<b>\$5,500</b>	<b>\$1,657</b>	<b>\$399</b>	<b>\$7,555</b>

### Exp/Rev/FTE - Budget Modification

Budget Year: 2015

Budget Modification: HD-37-15

#### 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	40007-15	1000	40-30	0030	403310	60000 - Permanent	1,407,951	1,411,547	3,596	
2	40007-15	1000	40-30	0030	403310	60100 - Temporary	55,721	52,125	(3,596)	
3	40007-15	1000	40-30	0030	403310	60130 - Salary Related Expns	462,386	463,507	1,121	
4	40007-15	1000	40-30	0030	403310	60135 - Non Base Fringe	6,257	5,136	(1,121)	
5	40007-15	1000	40-30	0030	403310	60140 - Insurance Benefits	435,216	435,476	261	
6	40007-15	1000	40-30	0030	403310	60145 - Non Base Insurance	1,393	1,132	(261)	
<b>1000 Total</b>										<b>(0)</b>
<b>40-30 Total</b>										<b>(0)</b>
<b>Program Offer Number 40007-15 Total</b>										<b>(0)</b>
7	40010A-15	1000	40-30	0030	43600-GF	60000 - Permanent	1,151,731	1,151,116	(614)	
8	40010A-15	1000	40-30	0030	43600-GF	60100 - Temporary	30,182	30,796	614	
9	40010A-15	1000	40-30	0030	43600-GF	60130 - Salary Related Expns	372,587	372,339	(248)	
10	40010A-15	1000	40-30	0030	43600-GF	60135 - Non Base Fringe	9,924	10,172	248	
11	40010A-15	1000	40-30	0030	43600-GF	60140 - Insurance Benefits	340,648	340,603	(45)	
12	40010A-15	1000	40-30	0030	43600-GF	60145 - Non Base Insurance	755	800	45	
<b>1000 Total</b>										<b>(0)</b>
<b>40-30 Total</b>										<b>(0)</b>
<b>Program Offer Number 40010A-15 Total</b>										<b>(0)</b>
13	40035-15	32165	40-16	0030	4SA66-1	60000 - Permanent	212,009	212,009	0	
14	40035-15	32165	40-16	0030	4SA66-1	60130 - Salary Related Expns	67,962	67,962	0	
15	40035-15	32165	40-16	0030	4SA66-1	60140 - Insurance Benefits	65,900	65,900	(0)	
<b>32165 Total</b>										<b>(0)</b>
16	40035-15	32279	40-16	0030	4CA113-8	60000 - Permanent	68,392	68,392	0	
17	40035-15	32279	40-16	0030	4CA113-8	60130 - Salary Related Expns	22,297	22,297	(0)	

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

Budget Year: 2015

Budget Modification: HD-37-15

18	40035-15	32279	40-16	0030	4CA113-8	60140 - Insurance Benefits	17,029	17,029	(0)	
<b>32279 Total</b>										(0)
<b>40-16 Total</b>										(0)
		<b>Program Offer Number 40035-15 Total</b>								(0)
19	40037-15	1000	40-30	0030	43360-GF	60000 - Permanent	120,313	122,830	2,518	
20	40037-15	1000	40-30	0030	43360-GF	60130 - Salary Related Expns	37,691	38,476	784	
21	40037-15	1000	40-30	0030	43360-GF	60140 - Insurance Benefits	40,776	40,959	183	
22	40037-15	1000	40-30	0030	43360-GF	60260 - Travel & Training	8,100	4,615	(3,485)	
<b>1000 Total</b>										(0)
<b>40-30 Total</b>										(0)
		<b>Program Offer Number 40037-15 Total</b>								(0)
23	72020-15	3500	72-80	0020	705210	50316 - Svc Rmb Med/Dental	(67,861,416)	(67,861,599)	(183)	
24	72020-15	3500	72-80	0020	705210	60330 - Claims Paid	4,864,973	4,865,156	183	
<b>3500 Total</b>										0
<b>72-80 Total</b>										0
		<b>Program Offer Number 72020-15 Total</b>								0