



**Multnomah County
Agenda Placement Request
Budget Modification**

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS

AGENDA # C.2 DATE 4/20/17
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 4/20/17
Agenda Item #: C.2
Est. Start Time: 9:30 am
Date Submitted: 4/7/17

Agenda Title: BUDGET MODIFICATION # HD-41-17: Authorizing two position reclassifications within the Health Department

Requested Meeting Date: April 20, 2017 **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 two 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 Technician to a 1.00 FTE Epidemiologist, position 715918, in the Public Health Division of the Health Department. Class Comp approved the reclassification effective 9/9/16 (reclassification #3694). This position is responsible for investigating cases; collecting, verifying, and analyzing surveillance data for Hepatitis B and C programs; collecting, verifying, analyzing data for the Perinatal Hepatitis B program, chronic Hepatitis B cases, and acute and chronic Hepatitis C cases; interviewing individuals; providing education related to disease transmission; reporting data to stakeholders; performing data entry, clean up, and analysis; collecting, cleaning, and analyzing survey data; participating in determining the appropriate data collection structures and systems; and providing basic training and technical assistance to system users.

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

Reclassify a 1.00 FTE Manager 2 to a 1.00 FTE Manager Senior, position 709930, in the Public Health Division of the Health Department. Class Comp approved the reclassification effective

8/2/16 (reclassification #3674). This position is responsible for providing oversight of all programs within the Equity, Planning, and Strategy unit, including the Health Equity Initiative, Population Health Strategies, REACH/ACHIEVE, Partnerships and Planning, and Healthy Birth Initiative; hiring of staff and supervising of personnel; implementing broad-scale and content-specific strategies to reduce and eliminate disparities in health outcomes; ensuring compliance with the Civil Rights Act through designing and conducting assessment practices and tools; developing corresponding recommendations and overseeing implementation; evaluating goals, objectives, priorities, and activities to improve performance and outcomes; participating in forecasting additional funds for staffing and resources; identifying, obtaining, and managing funding from grants and community partners; representing the department and the county in working to achieve healthy communities and to develop services that support community needs; steering the county's legislative and policy approach regarding public health issues; providing policy recommendations and consultation to the Board of County Commissioners; working with other local governments to craft and implement policies to improve health outcomes across Multnomah County; and providing guidance and direction to the Deputy Director on organization-wide equity strategies fund development and public health policy to support strategic plans, priorities, budget, vision, practices, and activities.

This change impacts program offer 40060 – Community Health and Chronic Disease Prevention.

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 715918 to an Epidemiologist increased budgeted personnel cost by \$16,449, because the step at which the Epidemiologist is budgeted is higher than the step at which the Data Technician is budgeted. The increase in cost is offset by a decrease in Premium, Temporary, Non Base Fringe, and Non Base Insurance, for no net fiscal impact this fiscal year.

The reclassification of position 709930 to a 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 \$11,924
- Salary related expense budget will increase by \$3,662
- Insurance benefits budget will increase by \$864
- Temporary budget will decrease by \$8,067
- Premium budget will decrease by \$5,774
- Non-Base Fringe budget will decrease by \$2,438
- Non-Base Insurance budget will decrease by \$170
- Supplies budget will decrease by \$1

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 715918 and 709930 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 Data Technician to a 1.00 FTE Epidemiologist, position 715918, in the Public Health Division of the Health Department. Class Comp approved #3694.

Reclassify a 1.00 FTE Manager 2 to a 1.00 FTE Manager Senior, position 709930, in the Public Health Division of the Health Department. Class Comp approved #3674.

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: April 6, 2017

Budget Analyst: Jeff Renfro /s/

Date: April 7, 2017

Department HR: Holly Calhoun /s/

Date: April 6, 2017

Countywide HR: Karie Miller /s/

Date: April 6, 2017

Exp/Rev/FTE - Budget Modification

Budget Year: 2017

Budget Modification: HD-41-17

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	40010-17	20550	40-30	0030	4SA12-11	60000 - Permanent	0	3,878	3,878	
2	40010-17	20550	40-30	0030	4SA12-11	60100 - Temporary	4,523	0	(4,523)	
3	40010-17	20550	40-30	0030	4SA12-11	60120 - Premium	59	16	(43)	
4	40010-17	20550	40-30	0030	4SA12-11	60130 - Salary Related Expns	0	1,191	1,191	
5	40010-17	20550	40-30	0030	4SA12-11	60135 - Non Base Fringe	1,645	0	(1,645)	
6	40010-17	20550	40-30	0030	4SA12-11	60140 - Insurance Benefits	0	1,237	1,237	
7	40010-17	20550	40-30	0030	4SA12-11	60145 - Non Base Insurance	95	0	(95)	
20550 Total										0
8	40010-17	21420	40-30	0030	4SA33-9	60000 - Permanent	381,029	389,075	8,046	
9	40010-17	21420	40-30	0030	4SA33-9	60100 - Temporary	3,544	0	(3,544)	
10	40010-17	21420	40-30	0030	4SA33-9	60120 - Premium	5,733	2	(5,731)	
11	40010-17	21420	40-30	0030	4SA33-9	60130 - Salary Related Expns	123,581	126,051	2,470	
12	40010-17	21420	40-30	0030	4SA33-9	60135 - Non Base Fringe	793	0	(793)	
13	40010-17	21420	40-30	0030	4SA33-9	60140 - Insurance Benefits	102,328	101,955	(373)	
14	40010-17	21420	40-30	0030	4SA33-9	60145 - Non Base Insurance	75	0	(75)	
21420 Total										0
40-30 Total										0
Program Offer Number 40010-17 Total										0
15	40060-17	1000	40-00	0030	404002	60000 - Permanent	341,907	341,907	0	
16	40060-17	1000	40-00	0030	404002	60130 - Salary Related Expns	119,301	119,302	1	
17	40060-17	1000	40-00	0030	404002	60140 - Insurance Benefits	93,794	93,794	0	

Exp/Rev/FTE - Budget Modification

Budget Year: 2017

Budget Modification: HD-41-17

Line No.	Program Offer Number	Fund Code	Fund Center	Func. Area	Cost Object	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
18	40060-17	1000	40-00	0030	404002	60240 - Supplies	10,999	10,998	(1)	
1000 Total										0
40-00 Total										0
Program Offer Number 40060-17 Total										0
19	72020-17	3500	72-80	0020	705210	50316 - Svc Rmb Med/Dental	(78,397,318)	(78,398,012)	(694)	
20	72020-17	3500	72-80	0020	705210	60330 - Claims Paid	12,945,971	12,946,665	694	
3500 Total										0
72-80 Total										0
Program Offer Number 72020-17 Total										0

Exp/Rev/FTE - Budget Modification

Budget Year: 2017

Budget Modification: HD-41-17

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
709930	9364	Manager 2	68176	1000	404002	(1.00)	(99,459)	(37,158)	(22,212)	(158,829)
709930	9365	Manager, Sr	68176	1000	404002	1.00	99,459	37,159	22,212	158,830
715918	6074	Data Technician	61178	21420	4SA33-9	(1.00)	(46,323)	(14,226)	(18,359)	(78,908)
715918	6360	Epidemiologist	61178	20550	4SA12-11	0.08	4,654	1,429	1,484	7,567
715918	6360	Epidemiologist	61178	21420	4SA33-9	0.92	56,172	17,250	17,926	91,348
Total Annualized Changes:						0.00	\$14,503	\$4,454	\$1,051	\$20,008

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
709930	9364	Manager 2	68176	1000	404002	(0.92)	(91,171)	(34,061)	(20,361)	(145,593)
709930	9365	Manager, Sr	68176	1000	404002	0.92	91,171	34,062	20,361	145,594
715918	6074	Data Technician	61178	21420	4SA33-9	(0.83)	(38,764)	(11,905)	(15,311)	(65,980)
715918	6360	Epidemiologist	61178	20550	4SA12-11	0.06	3,878	1,191	1,237	6,306
715918	6360	Epidemiologist	61178	21420	4SA33-9	0.77	46,810	14,375	14,938	76,123
Total Current FY Changes:						0.00	\$11,924	\$3,662	\$864	\$16,450