



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-40-17: Authorizing one position reclassification within the Health Department

Requested Meeting Date: _____ **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 one position. 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 Finance Specialist 1 to a 1.00 FTE Finance Specialist 2, position 718010, in the Public Health Division of the Health Department. Class Comp approved the reclassification effective 8/22/16 (reclassification #3686). This position is responsible for preparing detailed and complex expenditure, revenue, budget, and other management reports; participating in the preparation of required annual financial statements; assisting in the preparation of the annual operating budgets; ensuring selected general ledger accounts and annual reports accurately reflect the financial position of the assigned work function or program; leading and analyzing operations to project future revenues and expenses; providing consultation and recommendations to specific programs; recommending and assisting management in implementing new or revised systems, procedures, and records; developing and implementing auditing systems; conducting internal and external audits; participating in audit-related hearings; analyzing data and preparing detailed financial reports, statements, and projections; monitoring expenditures; preparing budget tools; creating business models, databases, and spreadsheets; interpreting and analyzing contracts, and leases, and making recommendations to management regarding changes or

updates; and reviewing and interpreting laws, regulations, policies, and procedures. This change impacts program offer 40001 – Public Health Administration and Quality Management.

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 718010 to a Finance Specialist 2 increased budgeted personnel cost by \$8,200, because the step at which the Finance Specialist 2 is budgeted is higher than the step at which the Finance Specialist 1 is budgeted. The increase in cost is offset by a decrease in Professional Services, 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

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 \$5,943
- Salary related expense budget will increase by \$1,826
- Insurance benefits budget will increase by \$431
- Professional Services budget will decrease by \$8,200

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 position 718010 better fits the duties of this position 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 Finance Specialist 1 to a 1.00 FTE Finance Specialist 2, position 718010, in the Public Health Division of the Health Department. Class Comp approved #3686.

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:	_____	Date:	_____
Budget Analyst:	_____	Date:	_____
Department HR:	_____	Date:	_____
Countywide HR:	_____	Date:	_____