



# 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-06-17: Authorizing two position re-classifications within the Health Department**

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

**Department:** 40 - Health Department **Division:** Integrated Clinic Services

**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 0.50 FTE Nurse Practitioner to a 0.50 FTE Nurse Practitioner Manager, position 700097, in the Integrated Clinical Services Division of the Health Department. Class Comp approved the reclassification effective 8/26/16 (reclassification #3549). This position is responsible for diagnosing and treating acute and chronic medical conditions, including conducting a medical history and physical exams, ordering and interpreting diagnostic tests, devising a course of treatment, discussing alternative treatments, prescribing and monitoring medications, providing counseling of patients, and reassessing patients at appropriate intervals; utilizing panel based information technology tools to prioritize and direct proactive care for patients assigned to provider panel including preventative health screening and chronic disease care management; following up on utilization issues; providing consultation to staff and management on clinical practice issues, policies, and procedures; overseeing the implementation of best clinical practices and clinical quality improvement activities; reviewing and approving external uninsured referrals; overseeing provider staff scheduling, and approving vacation/leave requests in partnership with clinic management; participating in recruitment, hiring, and orientation of clinical staff; monitoring and

managing provider team productivity; establishing need for specialty and rehabilitative services and making appropriate referrals; and completing patient documentation.  
This change impacts program offer 40023 – East County Health Clinic

Reclassify a 0.80 FTE Physician to a 0.80 FTE Nurse Practitioner Manager, position 716514, in the Integrated Clinical Services Division of the Health Department. Class Comp approved the reclassification effective 8/26/16 (reclassification #3550). This position is responsible for diagnosing and treating acute and chronic medical conditions, including conducting a medical history and physical exams, ordering and interpreting diagnostic tests, devising a course of treatment, discussing alternative treatments, prescribing and monitoring medications, providing counseling of patients, and reassessing patients at appropriate intervals; utilizing panel based information technology tools to prioritize and direct proactive care for patients assigned to provider panel including preventative health screening and chronic disease care management; following up on utilization issues; providing consultation to staff and management on clinical practice issues, policies, and procedures; overseeing the implementation of best clinical practices and clinical quality improvement activities; reviewing and approving external uninsured referrals; overseeing provider staff scheduling, and approving vacation/leave requests in partnership with clinic management; participating in recruitment, hiring, and orientation of clinical staff; monitoring and managing provider team productivity; establishing need for specialty and rehabilitative services and making appropriate referrals; and completing patient documentation.  
This change impacts program offer 40022 – Mid County Health Clinic

**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 700097 to a Nurse Practitioner Manager decreased budgeted personnel cost by \$25,310, because the step at which the Nurse Practitioner Manager is budgeted is lower than the step at which the Nurse Practitioner 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 716514 to a Nurse Practitioner Manager decreased budgeted personnel cost by \$25,310, because the step at which the Nurse Practitioner Manager is budgeted is lower than the step at which the Physician 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.

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 \$77,868
- Salary related expense budget will decrease by \$25,050
- Insurance benefits budget will decrease by \$5,645
- Temporary budget will increase by \$77,868
- Non Base Fringe budget will increase by \$25,050
- Non Base Insurance budget will increase by \$5,645

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 700097 and 716514 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 0.50 FTE Nurse Practitioner to a 0.50 FTE Nurse Practitioner Manager, position 700097, in the Integrated Clinical Services Division of the Health Department. Class Comp approved reclassification #3549.

Reclassify a 0.80 FTE Physician to a 0.80 FTE Nurse Practitioner Manager, position 716514, in the Integrated Clinical Services Division of the Health Department. Class Comp approved reclassification #3550.

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