



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-25-17: Authorizing seven position reclassifications within the Health Department

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

Department: 40 - Health Department **Division:** Director's Office

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 seven 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 Administrative Specialist to a 1.00 FTE Administrative Analyst, position 717076, in the Director's Office of the Health Department. Class Comp approved the reclassification effective 11/1/16 (reclassification #3603). This position is responsible for supporting and coordinating the Regional Opioid Safety Coalition project committee meetings; developing, planning, coordinating, administering, and implementing short- and long-term high-priority Health Office projects; establishing project timelines, resources, and budgets; setting goals and monitoring progress; organizing, facilitating, and participating in stakeholder group meetings; developing and distributing surveys and evaluations; scheduling and coordinating calendars for internal and external stakeholders; supporting and coordinating the Regional Public Health Leadership Group meetings and projects; supporting and coordinating quarterly Ethics Committee meetings; coordinating technical and administrative support to various Health Officer and Health Department emergency responses; creating, submitting, and tracking various forms and documents including travel and training, mileage, personnel change actions, badge access, and invoices; coordinating the ordering of office supplies, facilities work requests, and IT requests for Health Officers and their

direct reports; coordinating the approval of departmental clinical and administrative procedures; compiling and submitting mandatory grant reports; maintaining tracking system and gathering/organizing program performance measure data; and submitting complex reports. This change impacts program offer 40003 – Health Department Leadership Team Support

Reclassify a 1.00 FTE Office Assistant 2 to a 1.00 FTE Finance Technician, position 716555, in the Business Operations Division of the Health Department. Class Comp approved the reclassification effective 11/1/16 (reclassification #3605). This position is responsible for a variety of technical, accounting, and fiscal management work for the department including downloading and maintaining deposits made within the clinics; verifying and reconciling clinic deposits; creating invoices in SAP; processing all Medicare, Medicaid, CareOregon, and self-pay payments; posting incoming fee revenue in SAP; assisting with the reconciliation of the department's electronic health record system and the monthly fee for services revenue accruals; providing accounting customer service and support for internal and external clients; researching specific revenue information; notifying staff in other program service areas of deposits and providing documentation; auditing all revenue receiving locations on a yearly basis; and providing aid concerning issues or discrepancies that arise with courier services. This change impacts program offer 40040 – Budget & Finance

Reclassify a 1.00 FTE Program Specialist Senior to a 1.00 FTE Project Manager, position 715924, in the Public Health Division of the Health Department. Class Comp approved the reclassification effective 10/31/16 (reclassification #3608). This position is responsible for identifying, scoping, and launching projects; maintaining the master project plan/strategic plan; determining staffing, training, and resources needed; maintaining the master calendar to schedule projects; developing project plans, timelines, charters, communication plans, and other project management deliverables; setting project goals and monitoring progress; establishing and leading project teams, and building consensus; working with stakeholders and sponsors to problem-solve and ensure project success; providing strategic leadership support to the governance bodies to support decision making, community input, strategic planning, and leadership development within the division; contributing to short- and long-term organization planning and strategy development recommendations; planning and preparing presentations to the Board; and participating in departmental and divisional quality improvement. This change impacts program offer 40001 – Public Health Administration and Quality Management

Reclassify a 0.90 FTE Community Health Specialist 1 to a 0.90 FTE Community Health Specialist 2, position 714904, in the Public Health Division of the Health Department. Class Comp approved the reclassification effective 4/30/16 (reclassification #3611). This position is responsible for providing breastfeeding education and support for pregnant and postpartum mothers to prevent and handle common concerns; assessing strengths and needs of individuals, families, and communities; conducting assessments and screening of breastfeeding risks; recognizing social and medical risk factors; making caseload contacts and documenting all contacts in the data system; organizing and conducting peer groups using participant centered and popular education methods; collaboratively developing materials and curriculum for groups; tailoring activities and materials to be culturally specific and appropriate; conducting outreach to community resources; representing the WIC and Breastfeeding Peer Counseling programs at community events and organizations; developing and maintaining relationships with department contacts and community organizations; and referring WIC participants to community programs and services as necessary. This change impacts program offer 40018 – Women, Infants and Children (WIC)

Reclassify a 0.90 FTE Community Health Specialist 1 to a 0.90 FTE Community Health Specialist 2, position 716274, in the Public Health Division of the Health Department. Class Comp approved the reclassification effective 4/30/16 (reclassification #3612). This position is responsible for providing breastfeeding education and support for pregnant and postpartum mothers to prevent and handle common concerns; assessing strengths and needs of individuals, families, and communities; conducting assessments and screening of breastfeeding risks; recognizing social

and medical risk factors; making caseload contacts and documenting all contacts in the data system; organizing and conducting peer groups using participant centered and popular education methods; collaboratively developing materials and curriculum for groups; tailoring activities and materials to be culturally specific and appropriate; conducting outreach to community resources; representing the WIC and Breastfeeding Peer Counseling programs at community events and organizations; developing and maintaining relationships with department contacts and community organizations; and referring WIC participants to community programs and services as necessary. This change impacts program offer 40018 – Women, Infants and Children (WIC)

Reclassify a 0.50 FTE Community Health Specialist 1 to a 0.50 FTE Community Health Specialist 2, position 714905, in the Public Health Division of the Health Department. Class Comp approved the reclassification effective 4/30/16 (reclassification #3613). This position is responsible for providing breastfeeding education and support for pregnant and postpartum mothers to prevent and handle common concerns; assessing strengths and needs of individuals, families, and communities; conducting assessments and screening of breastfeeding risks; recognizing social and medical risk factors; making caseload contacts and documenting all contacts in the data system; organizing and conducting peer groups using participant centered and popular education methods; collaboratively developing materials and curriculum for groups; tailoring activities and materials to be culturally specific and appropriate; conducting outreach to community resources; representing the WIC and Breastfeeding Peer Counseling programs at community events and organizations; developing and maintaining relationships with department contacts and community organizations; and referring WIC participants to community programs and services as necessary. This change impacts program offer 40018 – Women, Infants and Children (WIC)

Reclassify a 0.90 FTE Community Health Specialist 1 to a 0.90 FTE Community Health Specialist 2, position 714964, in the Public Health Division of the Health Department. Class Comp approved the reclassification effective 4/30/16 (reclassification #3614). This position is responsible for providing breastfeeding education and support for pregnant and postpartum mothers to prevent and handle common concerns; assessing strengths and needs of individuals, families, and communities; conducting assessments and screening of breastfeeding risks; recognizing social and medical risk factors; making caseload contacts and documenting all contacts in the data system; organizing and conducting peer groups using participant centered and popular education methods; collaboratively developing materials and curriculum for groups; tailoring activities and materials to be culturally specific and appropriate; conducting outreach to community resources; representing the WIC and Breastfeeding Peer Counseling programs at community events and organizations; developing and maintaining relationships with department contacts and community organizations; and referring WIC participants to community programs and services as necessary. This change impacts program offer 40018 – Women, Infants and Children (WIC)

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 717076 to an Administrative Analyst increased budgeted personnel cost by \$14,217, because the step at which the Administrative Analyst is budgeted is higher than the step at which the Administrative Specialist is budgeted. The increase in cost is offset by a decrease in Temporary, Non Base Fringe, and Non Base Insurance, for no net fiscal impact this fiscal year.

The reclassification of position 716555 to a Finance Technician is budget neutral, because the current budgeted pay for the position falls within the pay-scale of the new classification.

The reclassification of position 715924 to a Project Manager increased budgeted personnel cost

by \$5,493, because the step at which the Project Manager is budgeted is higher than the step at which the Program Specialist Senior is budgeted. The increase in cost is offset by a decrease in Professional Services, for no net fiscal impact this fiscal year.

The reclassification of position 714904 to a Community Health Specialist 2 decreased budgeted personnel cost by \$380, because the step at which the Community Health Specialist 2 is budgeted is lower than the step at which the Community Health Specialist 1 is budgeted. The decrease in cost is offset by an increase in Permanent, Salary Related Expense, and Insurance Benefits, for no net fiscal impact this fiscal year.

The reclassification of position 716274 to a Community Health Specialist 2 decreased budgeted personnel cost by \$507, because the step at which the Community Health Specialist 2 is budgeted is lower than the step at which the Community Health Specialist 1 is budgeted. The decrease in cost is offset by an increase in Permanent, Salary Related Expense, and Insurance Benefits, for no net fiscal impact this fiscal year.

The reclassification of position 714905 to a Community Health Specialist 2 decreased budgeted personnel cost by \$351, because the step at which the Community Health Specialist 2 is budgeted is lower than the step at which the Community Health Specialist 1 is budgeted. The decrease in cost is offset by an increase in Supplies, Temporary, Non Base Fringe, and Non Base Insurance, for no net fiscal impact this fiscal year.

The reclassification of position 714964 to a Community Health Specialist 2 increased budgeted personnel cost by \$5,568, because the step at which the Community Health Specialist 2 is budgeted is higher than the step at which the Community Health Specialist 1 is budgeted. The increase in cost is offset by a decrease in Premium, and Supplies, 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 \$17,426
- Salary related expense budget will increase by \$5,352
- Insurance benefits budget will increase by \$1,262

- Temporary budget will decrease by \$12,794
- Non Base Fringe budget will decrease by \$1,053
- Non Base Insurance budget will decrease by \$264
- Premium budget will decrease by \$3,704
- Professional Services budget will decrease by \$5,493
- Supplies budget will decrease by \$850
- Central Indirect budget will increase by \$26
- Department Indirect budget will increase by \$92

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 717076, 716555, 715924, 714904, 716274, 714905, and 714964 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 Administrative Specialist to a 1.00 FTE Administrative Analyst, position 717076, in the Director's Office of the Health Department. Class Comp approved #3603.

Reclassify a 1.00 FTE Office Assistant 2 to a 1.00 FTE Finance Technician, position 716555, in the Business Operations Division of the Health Department. Class Comp approved #3605.

Reclassify a 1.00 FTE Program Specialist Senior to a 1.00 FTE Project Manager, position 715924, in the Public Health Division of the Health Department. Class Comp approved #3608.

Reclassify a 0.90 FTE Community Health Specialist 1 to a 0.90 FTE Community Health Specialist 2, position 714904, in the Public Health Division of the Health Department. Class Comp approved #3611.

Reclassify a 0.90 FTE Community Health Specialist 1 to a 0.90 FTE Community Health Specialist 2, position 716274, in the Public Health Division of the Health Department. Class Comp approved #3612.

Reclassify a 0.50 FTE Community Health Specialist 1 to a 0.50 FTE Community Health Specialist 2, position 714905, in the Public Health Division of the Health Department. Class Comp approved #3613.

Reclassify a 0.90 FTE Community Health Specialist 1 to a 0.90 FTE Community Health Specialist 2, position 714964, in the Public Health Division of the Health Department. Class Comp approved #3614.

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:	_____