



**Multnomah County
Agenda Placement Request
Budget Modification**

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C.4 DATE 2/19/15
LYNDA GROW, BOARD CLERK

Board Clerk Use Only

Meeting Date: 02/19/15
Agenda Item #: C.4
Est. Start Time: 9:30 am
Date Submitted: 12/26/14

Agenda Title: BUDGET MODIFICATION # HD-26-15: Authorizing three position re-classifications within the Health Department's Corrections Health

Requested Meeting Date: 1/29/2015 Time Needed: Consent Item
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 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 Office Assistant Senior, position 708907, in the Integrated Clinical Services Division of the Health Department. Class Comp approved the reclassification effective 6/1/2014 (reclassification #2721). This position is responsible for personnel payroll and timekeeping duties, including reviewing time and attendance, correcting payroll errors, transferring timesheets into SAP, and ensuring compliance with wage and hour laws. This position is also responsible for maintaining the schedule, filling sick calls, processing vacation requests, and maintaining several databases that track overtime, vacation hours, sick time, education and training hours, FMLA, and on-call staff.

This change impacts program offer 40050A – Corrections Health Multnomah County Detention Center (MCDC)

Reclassify a 1.00 FTE Office Assistant 2 to a 1.00 FTE Office Assistant Senior, position 702481, in the Integrated Clinical Services Division of the Health Department. Class Comp approved the reclassification effective 6/1/2014 (reclassification #2722). This position is responsible for personnel payroll and timekeeping duties, including reviewing time and attendance, correcting payroll errors, transferring timesheets into SAP, and ensuring compliance with wage and hour laws. This position is also responsible for maintaining the schedule, filling sick calls, processing vacation requests, and maintaining several databases that track the outcome of ongoing projects, grants, and staff workflow.

This change impacts program offers 40050A – Corrections Health Multnomah County Detention Center (MCDC) and 40050B - Corrections Health MCDC Clinical Services and 4th Floor Housing

Reclassify a 1.00 FTE Office Assistant 2 to a 1.00 FTE Office Assistant Senior, position 703767, in the Integrated Clinical Services Division of the Health Department. Class Comp approved the reclassification effective 6/1/2014 (reclassification #2727). This position is responsible for personnel payroll and timekeeping duties, including reviewing time and attendance, correcting payroll errors, transferring timesheets into SAP, and ensuring compliance with wage and hour laws. This position is also responsible for maintaining the schedule, filling sick calls, processing vacation requests, scheduling clients, and working with other programs and management within Corrections Health to coordinate transitional care for clients.

This change impacts program offers 40051A – Corrections Health Iverness Jail (MCIJ) Base and Clinical Services.

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 708907 to an Office Assistant Senior decreased budgeted personnel cost by \$663, because the step at which the Office Assistant Senior 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 702481 to an Office Assistant Senior increased budgeted personnel cost by \$4,666, because the step at which the Office Assistant Senior is budgeted is higher than the step at which the Office Assistant 2 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 703767 to an Office Assistant Senior increased budgeted personnel cost by \$3,984, because the step at which the Office Assistant Senior is budgeted is higher than the step at which the Office Assistant 2 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.

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 \$5,771
- Salary related expense budget will increase by \$1,798
- Insurance benefits budget will increase by \$418
- Temporary personnel budget will decrease by \$5,771
- Non Base Fringe budget will decrease by \$1798
- Non Base Insurance budget will decrease by \$418

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 708907, 702481, and 703767 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 Office Assistant Senior, position 708907, in the Integrated Clinical Services Division of the Health Department. Class Comp approved #2721.
- Reclassify a 1.00 FTE Office Assistant 2 to a 1.00 FTE Office Assistant Senior, position 702481 in the Integrated Clinical Services Division of the Health Department. Class Comp approved #2722.
- Reclassify a 1.00 FTE Office Assistant 2 to a 1.00 FTE Office Assistant Senior, position 703767, in the Integrated Clinical Services Division of the Health Department. Class Comp approved #2727.

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 Joanne Fuller /s/
Dept. Director: _____

Date: 12/24/2014

Budget Analyst: Wendy Lin-Kelly /s/

Date: 12/26/2014

Department HR: _____

Date: _____

Countywide HR: _____

Date: _____

Exp/Rev/FTE - Budget Modification

Budget Year: 2015

Budget Modification: HD-26-15

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	40050A-15	1000	40-50	0030	405500	60000 - Permanent	2,358,421	2,357,942	(479)	
2	40050A-15	1000	40-50	0030	405500	60100 - Temporary	31,018	31,497	479	
3	40050A-15	1000	40-50	0030	405500	60130 - Salary Related Expns	818,516	818,367	(149)	
4	40050A-15	1000	40-50	0030	405500	60135 - Non Base Fringe	7,787	7,936	149	
5	40050A-15	1000	40-50	0030	405500	60140 - Insurance Benefits	758,502	758,467	(35)	
6	40050A-15	1000	40-50	0030	405500	60145 - Non Base Insurance	4,878	4,913	35	
1000 Total										0
7	40050A-15	32656	40-50	0030	4FA73-01-2	60000 - Permanent	21,718	22,393	674	
8	40050A-15	32656	40-50	0030	4FA73-01-2	60100 - Temporary	19,838	19,164	(674)	
9	40050A-15	32656	40-50	0030	4FA73-01-2	60130 - Salary Related Expns	7,092	7,302	210	
10	40050A-15	32656	40-50	0030	4FA73-01-2	60135 - Non Base Fringe	6,182	5,972	(210)	
11	40050A-15	32656	40-50	0030	4FA73-01-2	60140 - Insurance Benefits	6,528	6,577	49	
12	40050A-15	32656	40-50	0030	4FA73-01-2	60145 - Non Base Insurance	9,511	9,462	(49)	
32656 Total										0
40-50 Total										1
Program Offer Number 40050A-15 Total										1
13	40050B-15	1000	40-50	0030	405500	60000 - Permanent	2,358,421	2,361,118	2,697	
14	40050B-15	1000	40-50	0030	405500	60100 - Temporary	31,018	28,321	(2,697)	
15	40050B-15	1000	40-50	0030	405500	60130 - Salary Related Expns	818,516	819,357	840	
16	40050B-15	1000	40-50	0030	405500	60135 - Non Base Fringe	7,787	6,947	(840)	
17	40050B-15	1000	40-50	0030	405500	60140 - Insurance Benefits	758,502	758,697	196	

Exp/Rev/FTE - Budget Modification

Budget Year: 2015

Budget Modification: HD-26-15

Line No.	Program Offer Number	Fund Code	Fund Center	Func. Area	Cost Object	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
18	40050B-15	1000	40-50	0030	405500	60145 - Non Base Insurance	4,878	4,682	(196)	
1000 Total										0
40-50 Total										0
Program Offer Number 40050B-15 Total										0
19	40051A-15	1000	40-50	0030	405760	60000 - Permanent	1,947,818	1,950,696	2,878	
20	40051A-15	1000	40-50	0030	405760	60100 - Temporary	65,978	63,100	(2,878)	
21	40051A-15	1000	40-50	0030	405760	60130 - Salary Related Expns	682,177	683,074	897	
22	40051A-15	1000	40-50	0030	405760	60135 - Non Base Fringe	12,512	11,615	(897)	
23	40051A-15	1000	40-50	0030	405760	60140 - Insurance Benefits	582,847	583,056	209	
24	40051A-15	1000	40-50	0030	405760	60145 - Non Base Insurance	2,598	2,389	(209)	
1000 Total										0
40-50 Total										0
Program Offer Number 40051A-15 Total										0

Exp/Rev/FTE - Budget Modification

Budget Year: 2015

Budget Modification: HD-26-15

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				
Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
702481	6001	Office Assistant 2	64830	1000	405500	(0.80)	(27,188)	(8,472)	(13,293)	(48,952)
702481	6001	Office Assistant 2	64830	32656	4FA73-01-2	(0.20)	(6,797)	(2,118)	(3,323)	(12,238)
702481	6002	Office Assistant/Sr	64830	1000	405500	0.80	29,885	9,312	13,488	52,685
702481	6002	Office Assistant/Sr	64830	32656	4FA73-01-2	0.20	7,471	2,328	3,372	13,171
703767	6001	Office Assistant 2	65290	1000	405760	(1.00)	(34,478)	(10,743)	(16,652)	(61,873)
703767	6002	Office Assistant/Sr	65290	1000	405760	1.00	37,356	11,640	16,860	65,857
708907	6001	Office Assistant 2	64830	1000	405500	(1.00)	(37,835)	(11,789)	(16,895)	(66,519)
708907	6002	Office Assistant/Sr	64830	1000	405500	1.00	37,356	11,640	16,860	65,857
Total Annualized Changes:						0.00	\$5,771	\$1,798	\$418	\$7,987

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				
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Exp/Rev/FTE - Budget Modification

Budget Year: 2015

Budget Modification: HD-26-15

Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	Current Year				
						FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
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708907	6002	Office Assistant/Sr	64830	1000	405500	1.00	37,356	11,640	16,860	65,857
Total Current FY Changes:						0.00	\$5,771	\$1,798	\$418	\$7,987