



# 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-01-16: Authorizing nine position re-classifications within various divisions of the Health Department

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

**Department:** 40 - Health Department **Division:** Business Services, Mental Health and Addition Services, Integrated Clinical Services, 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 nine positions. This change will not impact the Health Department's total FTE for FY 2016.

### 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 Program Specialist to a 1.00 FTE Program Specialist Senior, position 717433, in the Mental Health and Addiction Services Division of the Health Department. Class Comp approved the reclassification effective 7/1/2015 (reclassification #2924). This position is responsible for increasing efficiency of the billing process; increasing revenue by resubmitting pending and denied claims; designing, implementing, and managing a comprehensive billing process, and managing electronic files submission and the EOB process. This position will also be responsible for policy and procedure development and providing technical assistance to clinic services staff.

This change impacts program offer 40068 – Mental Health Quality Management & Protective Services.

Reclassify a 1.00 FTE Administrative Specialist to a 1.00 FTE Human Resources Technician, position 704560, in the Human Resources Division of the Health Department. Class Comp approved the reclassification effective 5/27/2015 (reclassification #2944). This position is responsible for records management, documentation monitoring, and disposition to include personnel records, time sheets, and pay reports, FMLA/OFLA records, I-9 documentation, and recruitment/class comp files; developing and providing basic queries for regular and ad hoc reports; reviewing and verifying documents and records for accuracy and audit readiness; and providing administrative and technical support to the HR Manager. This change impacts program offer 40039 – Human Resources and Training.

Reclassify a 1.00 FTE Research Evaluation Analyst 1 to a 1.00 FTE Research Evaluation Analyst 2, position 716183, in the Mental Health and Addiction Services Division of the Health Department. Class Comp approved the reclassification effective 11/27/2014 (reclassification #2945). This position is responsible for leading research and/or evaluation studies of internal and/or external funded programs and pilot projects, including planning, design, implementation and analysis; responding to data requests and managing data; analyzing countrywide trends and existing strategies to improve the County's outcomes in providing public health and safety, and consultation with program managers, other County departments, and leadership teams. This change impacts program offer 40085 – Adult Addictions Treatment Continuum.

Reclassify a 1.00 FTE Human Resources Analyst 1 to a 1.00 FTE Human Resources Analyst Senior, position 717414, in the Human Resources Division of the Health Department. Class Comp approved the reclassification effective 6/16/2015 (reclassification #2970). This position is responsible for providing technical assistance and support to department leadership at all levels to achieve strategic priorities, goals, and objectives targeted at employee and workforce development; consulting with service areas and assisting with the incorporation and transition of Mental Health and Addiction Services into the Health Department; developing and implementing long-term strategies for cultural transformation and leadership development; designing, developing and delivering courses and programs to strengthen leadership competencies of staff; conducting needs assessment to identify skill gaps and designing training to close those gaps. This change impacts program offer 40039 – Human Resources and Training.

Reclassify a 1.00 FTE Finance Specialist 1 to a 1.00 FTE Finance Specialist 2, position 703090, in the Business Services Division of the Health Department. Class Comp approved the reclassification effective 12/23/14 (reclassification #2990). This position is responsible for analyzing travel and training requests for compliance; interpreting and applying rules and fiscal policies toward travel requests; consulting with travelers to address questions and concerns; determining appropriate action for non-standard travel requests; working with contracted travel service to arrange airfare; registering travelers for conferences, seminars, trainings, lodging and ground transportation; entering requests for payment or travel advances; preparing travel reconciliations, maintaining travel cards, and preparing detailed financial reports. This change impacts program offer 40040A – Budget and Finance.

Reclassify a 1.00 FTE Quality Manager to a 1.00 FTE Principal Investigator Manager, position 713922, in the Community Health Services Division of the Health Department. Class Comp approved the reclassification effective 7/1/15 (reclassification #2996). This position is responsible for planning, organizing, and overseeing activities of research analysts engaged in surveillance and epidemiology; overseeing, guiding and supporting the development of epidemiologic studies; providing oversight of the scientific, analytic, and technical aspects of the studies; providing leadership in selecting the most appropriate analytic framework, method, and procedures for analyzing complex, qualitative, and quantitative data; overseeing the preparation, quality, and communication of public health reports and briefs; acting as Principal Investigator on scientific and research grants; and playing a lead data, epidemiology, and surveillance role with the Quality Leadership Team. This change impacts program offers 40048 – Community Epidemiology and 40058 Healthy Birth

Initiative.

Reclassify a 1.00 FTE Data Analyst Senior to a 1.00 FTE Business Process Consultant, position 712359, in the Integrated Clinical Services Division of the Health Department. Class Comp approved the reclassification effective 1/6/2015 (reclassification #2999). This position is responsible for providing consultation, analysis, and making recommendations for electronic health record (EHR), practice management, and other associated clinical software applications; ensuring that system designs requirements reflect the business process need; generating proposals for solutions to improve consumer experience and business performance; and providing project management including project timelines, milestones, tasks and cost estimates to support new business processes, functionality, or implementations. This change impacts program offer 40032 – Lab and Medical Records.

Reclassify a 1.00 FTE Data Analyst Senior to a 1.00 FTE Business Process Consultant, position 713777, in the Integrated Clinical Services Division of the Health Department. Class Comp approved the reclassification effective 1/9/2015 (reclassification #3014). This position is responsible for developing training plans, curriculum, and competency assessment for on-boarding new staff; performing ongoing proactive evaluation of business operations, workflows, and system capabilities to identify areas for strategic improvement or optimization; making recommendations for electronic health record (EHR), practice management, and other associated clinical software applications; ensuring that system designs requirements reflect the business process need; generating proposals for solutions to improve consumer experience and business performance; and providing project management including project timelines, milestones, tasks and cost estimates to support new business processes, functionality, or implementations. This change impacts program offer 40032 – Lab and Medical Records.

Reclassify a 1.00 FTE Program Specialist to a 1.00 FTE Program Specialist Senior, position 715254, in the Public Health and Community Initiatives Division of the Health Department. Class Comp approved the reclassification effective 1/24/2015 (reclassification #3042). This position is responsible for providing strategic direction, establishing program goals and timelines, and ensuring successful outcomes of the Capacitation Team work; identifying program goals and behavioral objectives; developing curricula and training schedules; developing and implementing tools to evaluate classes and training series; using data to make procedure and policy recommendations; publicizing programs, recruiting participants, and developing course descriptions and applications for credit. This change impacts program offers 40038A – Health Promotion and Community Capacity Building

### **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 717433 to a Program Specialist Senior increased budgeted personnel cost by \$14,035, because the step at which the Program Specialist Senior is budgeted is higher than the step at which the Program Specialist is budgeted. The increase in cost is offset by a decrease in Supplies and Professional Services for no net fiscal impact this fiscal year.

The reclassification of position 704560 to a Human Resource Technician decreased budgeted personnel cost by \$12,125, because the step at which the Human Resource Technician is budgeted is lower than the step at which the Administrative Specialist 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 716183 to a Research Evaluation Analyst 2 increased budgeted personnel cost by \$17,851, because the step at which the Research Evaluation Analyst 2 is budgeted is higher than the step at which the Research Evaluation Analyst 1 is budgeted. The increase in cost is offset by a decrease in other personnel costs for no net fiscal impact this fiscal year.

The reclassification of position 717414 to a Human Resources Analyst Senior increased budgeted personnel cost by \$17,136, because the step at which the Human Resources Analyst Senior is budgeted is higher than the step at which the Human Resources Analyst 1 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 703090 to a Finance Specialist 2 increased budgeted personnel cost by \$2,420, 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 Printing for no net fiscal impact this fiscal year.

The reclassification of position 713922 to a Principal Investigator Manager increased budgeted personnel cost by \$17,016, because the step at which the Principal Investigator Manager is budgeted is higher than the step at which the Quality Manager is budgeted. The increase in cost is offset by a decrease in Supplies and Printing for no net fiscal impact this fiscal year.

The reclassification of position 712359 to a Business Process Consultant is budget neutral as the current budgeted pay for the position falls within the pay scale of the new classification.

The reclassification of position 713777 to a Business Process Consultant decreased budgeted personnel cost by \$1,263, because the step at which the Business Process Consultant is budgeted is lower than the step at which the Data Analyst Senior is budgeted. The decrease in cost is offset by an increase in Supplies for no net fiscal impact this fiscal year.

The reclassification of position 715254 to a Program Specialist Senior increased budgeted personnel cost by \$11,166, because the step at which the Program Specialist Senior is budgeted is higher than the step at which the Program Specialist is budgeted. The increase in cost is offset by a decrease in Supplies, Travel & Training, 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 increase by \$50,200
- Salary related expense budget will increase by \$12,398
- Insurance benefits budget will increase by \$3,638
- Temporary personnel budget will decrease by \$9,430
- Non Base Fringe budget will decrease by \$481
- Non Base Insurance budget will decrease by \$683
- Pass-Thru Program Support budget will decrease by \$18,536
- Professional Services budget will decrease by \$12631
- Printing budget will decrease by \$10,928
- Supplies budget will decrease by \$12,429
- Travel & Training budget will decrease by \$1,118

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 717433, 704560, 716183, 717414, 703090, 713922, 712359, 713777, and 715254 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 Program Specialist to a 1.00 FTE Program Specialist Senior, position 717433, in the Mental Health and Addiction Services Division of the Health Department. Class Comp approved reclassification #2924.
- Reclassify a 1.00 FTE Administrative Specialist to a 1.00 FTE Human Resources Technician, position 704560, in the Human Resources Division of the Health Department. Class Comp approved #2944.
- Reclassify a 1.00 FTE Research Evaluation Analyst 1 to a 1.00 FTE Research Evaluation Analyst 2, position 716183, in the Mental Health and Addiction Services Division of the Health Department. Class Comp approved #2945.
- Reclassify a 1.00 FTE Human Resources Analyst 1 to a 1.00 FTE Human Resources Analyst Senior, position 717414, in the Human Resources Division of the Health Department. Class Comp approved #2970.
- Reclassify a 1.00 FTE Finance Specialist 1 to a 1.00 FTE Finance Specialist 2, position 703090, in the Business Services Division of the Health Department. Class Comp approved #2990.
- Reclassify a 1.00 FTE Quality Manager to a 1.00 FTE Principal Investigator Manager, position 713922, in the Community Health Services Division of the Health Department. Class Comp approved #2996.
- Reclassify a 1.00 FTE Data Analyst Senior to a 1.00 FTE Business Process Consultant, position 712359, in the Integrated Clinical Services Division of the Health Department. Class Comp approved #2999.
- Reclassify a 1.00 FTE Data Analyst Senior to a 1.00 FTE Business Process Consultant, position

713777, in the Integrated Clinical Services Division of the Health Department. Class Comp approved #3014.

- Reclassify a 1.00 FTE Program Specialist to a 1.00 FTE Program Specialist Senior, position 715254, in the Public Health and Community Initiatives Division of the Health Department. Class Comp approved #3042.

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