



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-05-17: Authorizing four position re-classifications within the Health Department

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

Department: 40 - Health Department **Division:** Integrated Clinic Services,
Business Services, Mental
Health & Addiction 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 four 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 Finance Specialist 1 to a 1.00 FTE Procurement Analyst, position 715857, in the Business Operations Division of the Health Department. Class Comp approved the reclassification effective 1/1/16 (reclassification #3457). This position is responsible for serving as the subject matter expert and primary point of contact for Health Department staff on Multco Marketplace (MMP); establishing and monitoring the receipt of goods; returning or canceling orders; reviewing and monitoring all MMP invoices to ensure accuracy; working with staff to correct and prevent errors and providing education on order related discrepancies; working with vendors to identify, troubleshoot, and address discrepancies in items ordered and shipped; monitoring vendor activity and ensuring contract compliance; sourcing new vendors, negotiating competitive pricing, and identifying opportunities to reduce and leverage spending; sampling and auditing accounting and financial documents for accuracy and compliance; establishing and maintaining ongoing evaluation with programs about their purchasing needs, and analyzing workflow and

ordering frequency to assist in optimizing use of MMP and reducing purchasing costs; requesting quotes for non-routine purchases; and creating purchase requisitions, release orders, inventory and non-inventory purchase orders and change orders using SAP and SRM systems. This change impacts program offer 40042 – Contracts & Procurement

Reclassify a 1.00 FTE Data Analyst Senior to a 1.00 FTE Business Process Consultant, position 701073, in the Mental Health & Addictions Services Division of the Health Department. Class Comp approved the reclassification effective 2/9/16 (reclassification #3507). This position is responsible for evaluation and business analysis including functioning as the primary liaison between IT staff, division programs, external customers, external contractors, and software vendors to help coordinate the installation, implementation, use modification, and integration of the EHR; analyzing the present and future business processes and procedures to ensure the EHR is able to support the business need for data collection, tracking, reporting, and compliance; making recommendations for optimization of the EHR Coordinate Evolve Power User Group technology leadership group; tracking and managing oversight of all customer service incoming helpdesk functions for Evolv including process documentation, policy and procedure development, and assigning work tasks; providing technical leadership to the Evolv support team; and providing presentations to leadership. This change impacts program offer 40068 – Mental Health Quality Management & Protective Services

Reclassify a 0.90 FTE Office Assistant 2 to a 0.90 FTE Office Assistant Senior, position 702980, in the Integrated Clinical Services Division of the Health Department. Class Comp approved the reclassification effective 2/9/16 (reclassification #3512). This position is responsible for a wide variety of advanced clerical work including customer service and appointment scheduling; providing information to volunteer organizations regarding refugee intake and screening appointments; evaluating urgent requests for health care appointments for new refugee arrivals; contacting volunteer organizations to coordinate appointments; requesting documentation for state mandated screening processes; supporting the coordination of transportation and interpretation services; providing information to state partners and volunteer organizations regarding primary care and dental services available in Multnomah County; processing and coordinating behavioral and mental health referrals to external providers; performing data entry and maintaining state reporting; preparing invoice reconciliations for the state; and making recommendations to management for process improvements. This change impacts program offer 40022 – Mid County Health Clinic

Reclassify a 1.00 FTE Finance Specialist Senior to a 1.00 FTE Project Manager, position 716629, in the Integrated Clinical Services Division of the Health Department. Class Comp approved the reclassification effective 2/12/16 (reclassification #3526). This position is responsible for leading multi-stakeholder project teams; developing and monitoring adherence to project plan, schedule, and budget; communicating progress to stakeholders; identifying problems, barriers, and possible mitigation; identifying, coordinating, and conducting training related to projects; documenting processes, procedures, and business requirements; preparing and submitting project and/or grant reports or progress reports; providing expertise as a subject matter expert on patient safety, quality improvement, and healthcare transformation projects; developing project charters, business cases, requirement definitions, project plans, business process analysis, performing QA testing, developing acceptance test plans, and executing implementations of new clinical application functionality and associated workflows; evaluating medical coding, billing, and documentation by staff and providers; organizing, defining project scopes, milestones, levels of involvement, staffing, training, and resources; preparing project budgets, staffing plans, and staff resources; participating in PMO meetings, strategic planning, and resource planning; monitoring and communicating project status to leadership, project sponsors, and other stakeholders; and conferring with management as needed to discuss and resolve issues critical to the project's execution and success. This change impacts program offer 40034 – Quality Assurance

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 715857 to a Procurement Analyst is budget neutral, because the current budgeted pay for the position falls within the pay-scale of the new classification.

The reclassification of position 701073 to a Business Process Consultant increased budgeted personnel cost by \$3,545, because the step at which the Business Process Consultant is budgeted is higher than the step at which the Data Analyst Senior is budgeted. The increase in cost is offset by a decrease in Temporary, Supplies, and Professional Services, for no net fiscal impact this fiscal year.

The reclassification of position 702980 to an Office Assistant Senior is budget neutral, because the current budgeted pay for the position falls within the pay-scale of the new classification.

The reclassification of position 716629 to a Project Manager increased budgeted personnel cost by \$9,307, because the step at which the Project Manager is budgeted is higher than the step at which the Finance Specialist Senior 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 \$9,215
- Salary related expense budget will increase by \$2,971
- Insurance benefits budget will increase by \$666
- Temporary budget will decrease by \$8,549
- Non Base Fringe budget will decrease by \$1,341
- Non Base Insurance budget will decrease by \$126
- Professional Services budget will decrease by \$709
- Supplies budget will decrease by \$2,661
- Department Indirect budget will increase by \$117

- Central Indirect budget will increase by \$417

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 715857, 701073, 702980 and 716629 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 Finance Specialist 1 to a 1.00 FTE Procurement Analyst, position 715857, in the Business Operations Division of the Health Department. Class Comp approved #3457.

Reclassify a 1.00 FTE Data Analyst Senior to a 1.00 FTE Business Process Consultant, position 701073, in the Mental Health & Addictions Services Division of the Health Department. Class Comp approved #3507.

Reclassify a 0.90 FTE Office Assistant 2 to a 0.90 FTE Office Assistant Senior, position 702980, in the Integrated Clinical Services Division of the Health Department. Class Comp approved #3512.

Reclassify a 1.00 FTE Finance Specialist Senior to a 1.00 FTE Project Manager, position 716629, in the Integrated Clinical Services Division of the Health Department. Class Comp approved #3526.

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: _____