



# MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(revised 12/31/09)

## Board Clerk Use Only

Meeting Date: 11/4/2010

Agenda Item #: C-2

Est. Start Time: 9:30 AM

## BUDGET MODIFICATION: HD-11-04

**Agenda Title:** BUDGET MODIFICATION - HD-04 authorizing two position re-classifications within various Divisions of the Health Department as determined by the Class/Comp Unit of Central Human Resources.

*Note: For all other submissions (i.e. Notices of Intent, Ordinances, Resolutions, Orders or Proclamations) please use the APR short form.*

<b>Requested Meeting Date:</b>	November 4, 2010	<b>Amount of Time Needed:</b>	N/A - Consent
<b>Department:</b>	Health Department	<b>Division:</b>	Multiple
<b>Contact(s):</b>	Lester A. Walker - Budget & Finance Manager		
<b>Phone:</b>	(503) 988-3663	<b>Ext.</b>	26457
<b>I/O Address:</b>	167/2/210		
<b>Presenter(s):</b>	N/A (Consent Agenda)		

## General Information

### 1. What action are you requesting from the Board?

Approval of staffing adjustment resulting from the re-classification of two positions. This change will not impact the Health Department's total FTE for FY2011.

### 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 1.0 Office Assistant Senior to a 1.0 Administrative Specialist, position 713877, in the Director's Office of the Health Department. Class Comp approved reclassification effective on 01/19/2010 (reclass #1546). This position serves as a key assistant to the Deputy Director spending a majority of time responding to requests, prioritizing appointments, screening calls, and compiling data. This change impacts program offers 40039 – Business & Quality - Human Resources & Training.

Reclassify a 1.0 Community Health Nurse to a 1.0 Nursing Development Consultant, position 714621, in the Human Resources Division of the Health Department. Class Comp approved reclassification effective on 09/29/2010 (reclass #1585). The purpose of this position is to develop, deliver, and evaluate public health and clinical training/education programs for staff development purposes. This change impacts program offers 40039 – Business & Quality - Human Resources & Training.

**3. Explain the fiscal impact (current year and ongoing).**

There is no financial impact for FY11.

**4. Explain any legal and/or policy issues involved.**

N/A

**5. Explain any citizen and/or other government participation that has or will take place.**

N/A

## ATTACHMENT A

### Budget Modification

If the request is a **Budget Modification**, please answer all of the following in detail:

- 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.

- What budgets are increased/decreased?

The Health Department's budget will have the following changes:

- Permanent personnel budget will increase by \$507.
- Salary related expense budget will increase by \$164.
- Insurance benefits budget will increase by \$42.
- Professional Services budget will decrease by \$713.

These changes will have no financial impact on the budget and do not change the Health Department's total FTE.

- What do the changes accomplish?

Change of classification of positions 713877 and 714621 to better fit the duties of those positions as determined by the Class/Comp Unit of the Central Human Resources.

- Do any personnel actions result from this budget modification? Explain.

1. Reclassify a 1.0 Office Assistant Senior to a 1.0 Administrative Specialist, position 713877, in the Director's Office of the Health Department.
2. Reclassify a 1.0 Community Health Nurse to a 1.0 Nursing Development Consultant, position 714621, in the Human Resources Division of the Health Department.

- If a grant, is 100% of the central and department indirect recovered? If not, please explain why.

N/A

- 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

- 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 (i.e. cash match, in kind match, reporting requirements etc)?

N/A

## ATTACHMENT B

BUDGET MODIFICATION: HD-11-04

### Required Signatures

Elected Official or  
Department/  
Agency Director:

*Lillian Shirley*

Date: 10/12/2010

Budget Analyst:

Date: \_\_\_\_\_

Department HR:

*Kathleen Fuller*

Date: 10/05/2010

Countywide HR:

*Londae J. Bushy*

Date: 10/7/2010