



**Multnomah County**  
**Agenda Placement Request**  
**Budget Modification**  
(FY 2018)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # C.2 DATE 8/30/18  
TAJA NELSON, ASST. BOARD CLERK

**Board Clerk Use Only**

Meeting Date: 8/30/18  
Agenda Item #: C.2  
Est. Start Time: 9:30 a.m.  
Date Submitted: 8/13/18

**Agenda Title: BUDGET MODIFICATION # HD-03-19: Authorizing one position reclassification within the Health Department**

Requested Meeting Date: 8/30/18 Time Needed: N/A Consent

Department: 40 - Health Department Division: Public Health

Contact(s): Angel Landrón-González- Budget & Finance Manager

Phone: (503) 988-7438 Ext. 87438 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 adjustment resulting from the reclassification of one position. This change will not impact the Health Department's total FTE for FY 2019.

**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 0.50 FTE Office Assistant Sr to a 0.50 FTE Office Assistant 2, position 701140, in the Public Health Division of the Health Department. Class Comp approved the reclassification effective 8/1/18 (reclassification #4125). This position will primary work at the front reception desk screening applicants for eligibility, making and rescheduling appointments, checking participants in and out of appointments, answering routine questions, documenting transactions, issuing food benefits, preparing mailings, and providing back up phone support. The position will be responsible for greeting participants and determining the reason for the visit; screening participants for identification, for residency, and income; ensuring accuracy of participant records; documenting interactions and answering general questions regarding WIC; issuing food benefits and assisting participants with issues related to spending food benefits; organizing and maintaining clinic forms; assisting participants with community referrals; completing review of proof of income, residency, and identity; processing transfer documentation; scheduling appointments; issuing WIC ID and eWIC cards; running reports; completing food issuance audits; assisting in orientation and training of new employees; and participating in outreach events, committees, and work groups.

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 701140 to an Office Assistant 2 decreased budgeted personnel cost by \$6,620, because the Office Assistant 2 is a lower paygrade than the Office Assistant Senior. 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.

In subsequent fiscal years, the reclassified position will be subject to approved cost of living adjustments (COLA), step and merit pay increases in accordance with collective bargaining agreements and county personnel rules. 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 decrease by \$4,740
- Salary related expense budget will decrease by \$1,555
- Insurance benefits budget will decrease by \$325
- Temporary budget will increase by \$4,740
- Non Base Fringe budget will increase by \$1,555
- Non Base Insurance budget will increase by \$325

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 position 701140 better fits the duties of this position as determined by the Class/Comp Unit of Central Human Resources.

**9. Do any personnel actions result from this budget modification?**

Reclassify a 0.50 FTE Office Assistant Sr to a 0.50 FTE Office Assistant 2, position 701140, in the Public Health Division of the Health Department. Class Comp approved #4125.

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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<b>Elected Official or Dept. Director:</b>	<u>Wendy Lear/s/</u>	<b>Date:</b>	<u>8/9/2018</u>
<b>Budget Analyst:</b>	<u>Trista Zugel-Bensel/s/</u>	<b>Date:</b>	<u>8/13/2018</u>
<b>Department HR:</b>	<u>Holly Calhoun/s/</u>	<b>Date:</b>	<u>8/6/2018</u>
<b>Countywide HR:</b>	<u>Travis Graves/s/</u>	<b>Date:</b>	<u>8/10/2018</u>

### Exp/Rev/FTE - Budget Modification

Budget Year: 2019

Budget Modification: HD-03-19

#### 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	40018-19	1000	40-44	0030	4SA76-03-GF	60000 - Permanent	46,981	42,241	(4,740)	
2	40018-19	1000	40-44	0030	4SA76-03-GF	60100 - Temporary	7,519	12,259	4,740	
3	40018-19	1000	40-44	0030	4SA76-03-GF	60130 - Salary Related Expns	16,584	15,029	(1,555)	
4	40018-19	1000	40-44	0030	4SA76-03-GF	60135 - Non Base Fringe	1,803	3,358	1,555	
5	40018-19	1000	40-44	0030	4SA76-03-GF	60140 - Insurance Benefits	22,872	22,547	(325)	
6	40018-19	1000	40-44	0030	4SA76-03-GF	60145 - Non Base Insurance	131	456	325	
<b>1000 Total</b>										<b>0</b>
<b>40-44 Total</b>										<b>0</b>
<b>Program Offer Number 40018-19 Total</b>										<b>0</b>

**Exp/Rev/FTE - Budget Modification**

Budget Year: 2019

Budget Modification: HD-03-19

**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
701140	6001	Office Assistant 2	61463	1000	4SA76-03-GF	0.50	18,185	5,965	10,729	34,880
701140	6002	Office Assistant/Sr	61463	1000	4SA76-03-GF	(0.50)	(23,166)	(7,599)	(11,070)	(41,835)
<b>Total Annualized Changes:</b>						<b>0.00</b>	<b>(\$4,981)</b>	<b>(\$1,634)</b>	<b>(\$341)</b>	<b>(\$6,955)</b>

**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				
Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
701140	6001	Office Assistant 2	61463	1000	4SA76-03-GF	0.46	16,670	5,468	9,835	31,973
701140	6002	Office Assistant/Sr	61463	1000	4SA76-03-GF	(0.46)	(21,410)	(7,023)	(10,160)	(38,593)
<b>Total Current FY Changes:</b>						<b>0.00</b>	<b>(\$4,740)</b>	<b>(\$1,555)</b>	<b>(\$325)</b>	<b>(\$6,620)</b>