



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(revised 12/31/09)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C-3 DATE 4-29-2010
LYNDA GROW, BOARD CLERK

Board Clerk Use Only

Meeting Date: 04/29/2010
Agenda Item #: C-3
Est. Start Time: 9:30 am
Date Submitted: 4/15/2010

BUDGET MODIFICATION: HD-10-32

Agenda Title: **BUDGET MODIFICATION - HD-32 authorizing three position re-classifications within the 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.

Requested Meeting Date: April 29, 2010 Amount of Time Needed: N/A - Consent
Department: Health Department Division: Multiple
Contact(s): Lester A. Walker - Budget & Finance Manager
Phone: (503) 988-3663 Ext. 26457 I/O Address: 167/2/210
Presenter(s): 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 three positions. This change will not impact the Health Department's total FTE for FY2010.

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 706236, in the Integrated Clinical Services division of the Health Department. Class Comp approved reclassification effective on 05/18/2010 (reclass #1397). This position has authority to review the Medical Director's schedule and set, change or accept appointments on the director's behalf. The position independently prioritizes appointments based on knowledge of primary stakeholders, contacting the director as appropriate. This position will triage requests, understand who or what should be addressed based on business or political needs. Additionally, this position tracks,

coordinates and processes all facets of credentialing and re-credentialing of Health Department providers. The position tracks projects on behalf of the director, represents the director to internal and external customers, and manages information flow between the director and other Health Department senior leaders, staff, and external agencies. This change impacts program offers 40030 – Physician, Nurse Practitioner and Nursing Directors.

Reclassify a 1.0 Office Assistant Senior to a 1.0 Administrative Specialist, position 713004, in the Integrated Clinical Services division of the Health Department. Class Comp approved reclassification effective on 05/18/2010 (reclass #1398). This position provides support for provider level recruitments; and may coordinate or oversee the work of students, on-call or temporary staff. The position is the point person for budget information and makes budget recommendations to the Medical Director based on input from multiple parties. This position tracks, coordinates and processes all facets of credentialing and re-credentialing of Health Department providers. This change impacts program offers 40034 – Quality Assurance.

Reclassify a 1.0 Program Supervisor to a 1.0 Program Manager, position 714001, in the Community Health Services division of the Health Department. Class Comp approved reclassification effective on 05/01/2010 (reclass #1412). This position manages six service areas in three distinct locations that are supported by WIC public health nutrition program grants. The grants are designed to improve health outcomes and influence nutrition and health behaviors in a targeted at risk population. Staff for those six programs provides services to approximately 30,000 clients each year. This position provides direct supervision and coordination of Nutrition Supervisors assigned to program units. This change impacts program offer 40018 – Women, Infants, and Children (WIC).

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

There is no financial impact for FY10.

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 \$881.
- Salary related expense budget will increase by \$279.
- Insurance benefits budget will increase by \$66.
- Supplies budget will decrease by \$801.
- Medical Supplies budget will decrease by \$140.
- Food budget will decrease by \$285.

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 706236, 713004 and 714001 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 706236, in the Integrated Clinical Services division of the Health Department. This change is already reflected in the FY11 submitted budget.
2. Reclassify a 1.0 Office Assistant Senior to a 1.0 Administrative Specialist, position 713004, in the Integrated Clinical Services division of the Health Department. This change is already reflected in the FY11 submitted budget.
3. Reclassify a 1.0 Program Supervisor to a 1.0 Program Manager, position 714001, in the Community Health Services division of the Health Department. This change will also be made in the FY11 budget through the budget amendment process.

- **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-10-32

Required Signatures

Elected Official or
Department/
Agency Director:

KaRin Johnson for

04-13-10

Date:

Lillian Shirley

Budget Analyst:

Kathleen Fuller Lee

Date: 4/1/10

Department HR:

Date:

Countywide HR:

Date:

Budget Modification ID: HD-10-32

EXPENDITURES & REVENUES

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with SAP.

Budget/Fiscal Year: 2010

[illegible]

ANNUALIZED PERSONNEL CHANGE

Change on a full year basis even though this action affects only a part of the fiscal year (FY).

							ANNUALIZED				
Fund	Job #	HR Org	CC/WBS/O	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL	
1000	6002	64807	47050-GF	OFFICE ASSISTANT SENIOR	706236	(1.00)	(43,436)	(12,596)	(14,564)	(70,596)	1397
1000	6005	64807	47050-GF	ADMINISTRATIVE SPECIALIST	706263	1.00	43,436	12,596	14,564	70,596	1397
1000	6002	65308	407006	OFFICE ASSISTANT SENIOR	713004	(1.00)	(35,847)	(11,281)	(13,995)	(61,123)	1398
1000	6005	65308	407006	ADMINISTRATIVE SPECIALIST	713004	1.00	35,847	11,281	13,995	61,123	1398
1000	9361	65702	4SA76-03-GF	PROGRAM SUPERVISOR	714001	(0.25)	(12,317)	(3,876)	(3,751)	(19,944)	1412
20580	9361	65702	4SA76-01-1	PROGRAM SUPERVISOR	714001	(0.33)	(18,317)	(5,764)	(5,105)	(29,186)	1412
20580	9361	65702	4SA76-02-1	PROGRAM SUPERVISOR	714001	(0.33)	(16,259)	(5,117)	(4,950)	(26,326)	1412
20580	9361	65702	4SA76-03-1	PROGRAM SUPERVISOR	714001	(0.09)	(6,750)	(2,124)	(1,524)	(10,398)	1412
1000	9615	65702	4SA76-03-GF	PROGRAM MANAGER 1	714001	0.25	12,933	4,070	3,797	20,800	1412
20580	9615	65702	4SA76-01-1	PROGRAM MANAGER 1	714001	0.33	19,233	6,053	5,174	30,460	1412
20580	9615	65702	4SA76-02-1	PROGRAM MANAGER 1	714001	0.33	17,072	5,373	5,011	27,456	1412
20580	9615	65702	4SA76-03-1	PROGRAM MANAGER 1	714001	0.09	7,088	2,231	1,550	10,869	1412
										0	
										0	
										0	
										0	
										0	
										0	
				TOTAL ANNUALIZED CHANGES		(0.00)	2,682	846	203	3,731	

CURRENT YEAR PERSONNEL DOLLAR CHANGE

Calculate costs/savings that will take place in this FY; these should explain the actual dollar amounts being changed by this Bud Mod.

[illegible]

FM Side			PS/CO Side			Cost Element/Commitment Item	Notes
FM Fund Center	FM Fund Code	Functional Area	Internal Order	Cost Center	WBS Element		
General Fund Contingency				9500001000		60470	Reduce available General Fund Contingency
19	1000	0020		xxx	xxx	xxxxx	Increase Expenditure
xx-xx	xxxxx	0020					
Indirect							
Central							
xx-xx	xxxxx				xxx	60350	Indirect Expenditure
19	1000	0020		9500001000		50310	Indirect reimbursement revenue in General Fund
19	1000	0020		9500001000		60470	CGF Contingency expenditure
Departmental							
xxx	xxxxx				xxx	60355	Indirect Department Expenditure
xx-xx	1000			xxx	xxx	50370	Indirect Dept reimbursement revenue in General Fund
xx-xx	1000			xxx	xxx	xxx	Off setting Dept expenditure in General Fund
Telecommunications							
xx-xx	xxxxx				xxx	60370	Departmental telecommunication expenditure
72-60	3503	0020		709525		50310	Budgets receipt of reimbursement
72-60	3503	0020		709525		60200	Budgets offsetting expenditure in telecommunications fund
Data Processing							
xx-xx	xxxxx				xxx	60380	Departmental data processing expenditures
72-60	3503	0020		709000		50310	Budgets receipt of Data Processing reimbursement
72-60	3503	0020		709000		60240	Budgets offsetting expenditures
PC Flat Fee (Flat Fee is no longer in effect for most Departments beginning in FY 2007)							
xx-xx	xxxxx				xxx	60390	Departmental PC Flat Fee expenditure
				between			
				709201 &			
72-60	2508	0020		709211		50310	Budgets receipt of PC Flat Fee
				between			
				709201 &			
72-60	2508	0020		709211		60240	Budgets offsetting expenditure
Electronic Service Reimbursement							
xx-xx	xxxxx					60420	Departmental Electronics expenditure
72-55	3501	0020		904200		50310	Receipt of Electronics service reimbursement
72-55	3501	0020		904200		60240	Budgets offsetting expenditure
Motor Pool							
xx-xx	xxxxx				xxx	60410	Departmental Motor Pool expenditure
72-55	3501	0020		904100		50310	Budgets receipt of Motor Pool service reimbursement
72-55	3501	0020		904100		60240	Budgets offsetting expenditure
Building Management							
xx-xx	xxxxx				xxx	60430	Departmental Building Management expenditure
72-50	3505	0020		902575		50310	Budgets receipt of Building Management service reimbursement
72-50	3505	0020		902575		60170	Budgets offsetting expenditure
Insurance Service Reimbursement							
xx-xx	xxxxx					60140 or 60145	Departmental Insurance expenditure
72-10	3500	0020		705210		50316	Insurance Revenue
72-10	3500	0020		705210		60330	Offsetting expenditure
Lease Payments to Capital Lease Retirement Fund							
xx-xx	xxxxx					60450	Departmental Capital Lease Retirement expenditure
							Contact your Budget Analyst to complete this.
Mail & Distribution							
xx-xx	xxxxx				xxx	60460	Mail & Distribution expenditure
72-55	3504	0020		904400		50310	Budgets receipt of service reimbursement
72-55	3504	0020		904400		60230	Budgets offsetting expenditure
Records							
xx-xx	xxxxx				xxx	60460	Records expenditure
72-55	3504	0020		904500		50310	Budgets receipt of service reimbursement
72-55	3504	0020		904500		60240	Budgets offsetting expenditure
Stores							
xx-xx	xxxxx				xxx	60460	Stores expenditure
72-55	3504	0020		904600		50310	Budgets receipt of service reimbursement
72-55	3504	0020		904600		60240	Budgets offsetting expenditure

How are functional areas assigned to cost objects?

For the most part, functional area is related to what department has recorded the revenue or expenditure (i.e. the District Attorney is reported in Public Safety and Justice). There are some exceptions to this rule that require certain funds to be assigned to a particular functional area, regardless of what department the revenues or expenditures are recorded in.

Functional Area Assignments ~ Based on Fund		
1501 – Road Fund	Roads and Bridges	80
1502 – Emergency Communications Fund	Community Services	60
1503 – Bike Path Fund	Community Services	60
1504 – Recreation Fund	Community Services	60
1506 – County School Fund	Community Services	60
1509 – Willamette River Bridges Fund	Roads and Bridges	80
1510 – Library Fund	Library	70
1512 – Land Corner Preservation Fund	Roads and Bridges	80
2500 – Justice Bond Project Fund	Public Safety and Justice	50
2501 – Revenue Bond Project Fund	Community Services	60
2502 – SB 1145 Fund	Public Safety and Justice	50
2504 – Building Project Fund	Community Services	60
2505 – Deferred Maintenance Fund	Community Services	60
2506 – Library Construction / 1996 Bonds Fund	Library	70
2507 – Capital Improvement Fund	Community Services	60
2509 – Asset Preservation Fund	Community Services	60
2510 – Library Property Fund	Library	70
3000 – Dunthorpe-Riverdale Service Dist #14 Fund	Dunthorpe-Riverdale Service Dist #14	500
3001 – Mid County Service District #1 Fund	Mid County Service District #1	510
3002 – Behavioral Health Managed Care Fund	Behavioral Health Managed Care	520

If a cost object is not in one of the funds listed above, then the functional area should be assigned based on the department that the cost object is in.

Functional Area Assignments ~ Based on Department (Fund Center)		
Non-Departmental (10, except 10-50)	General Government	20
Non-Departmental – CCFC (10-50)	Social Services	40
District Attorney (15)	Public Safety and Justice	50
Countywide (18 & 19)	General Government	20
Human Services (20, 25, 26, 30 & 31)	Social Services	40
School and Community Partnerships (21)	Social Services	40
Health (40)	Health Services	30
Community Justice (50)	Public Safety and Justice	50
Sheriff's Office (60)	Public Safety and Justice	50
County Management (72)	General Government	20
Community Services (91)	General Government	20
Library (80)	Library	70

If you have any questions or comments, please contact Susan Luce in General Ledger at ext. 22138.