



Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS

AGENDA # C-1 DATE 12/1/16
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 12/1/16
Agenda Item #: C.1
Est. Start Time: 9:30 am
Date Submitted: 11/14/16

Agenda Title: BUDGET MODIFICATION # HD-25-17: Authorizing seven position reclassifications within the Health Department

Requested Meeting Date: December 1, 2016

Time Needed: N/A - Consent

Department: 40 - Health Department

Division: Director's Office

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 seven 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 Administrative Specialist to a 1.00 FTE Administrative Analyst, position 717076, in the Director's Office of the Health Department. Class Comp approved the reclassification effective 11/1/16 (reclassification #3603). This position is responsible for supporting and coordinating the Regional Opioid Safety Coalition project committee meetings; developing, planning, coordinating, administering, and implementing short- and long-term high-priority Health Office projects; establishing project timelines, resources, and budgets; setting goals and monitoring progress; organizing, facilitating, and participating in stakeholder group meetings; developing and distributing surveys and evaluations; scheduling and coordinating calendars for internal and external stakeholders; supporting and coordinating the Regional Public Health Leadership Group meetings and projects; supporting and coordinating quarterly Ethics Committee meetings; coordinating technical and administrative support to various Health Officer and Health Department emergency responses; creating, submitting, and tracking various forms and documents including travel and training, mileage, personnel change actions, badge access, and invoices; coordinating the ordering of office supplies, facilities work requests, and IT requests for Health Officers and their

direct reports; coordinating the approval of departmental clinical and administrative procedures; compiling and submitting mandatory grant reports; maintaining tracking system and gathering/organizing program performance measure data; and submitting complex reports. This change impacts program offer 40003 – Health Department Leadership Team Support

Reclassify a 1.00 FTE Office Assistant 2 to a 1.00 FTE Finance Technician, position 716555, in the Business Operations Division of the Health Department. Class Comp approved the reclassification effective 11/1/16 (reclassification #3605). This position is responsible for a variety of technical, accounting, and fiscal management work for the department including downloading and maintaining deposits made within the clinics; verifying and reconciling clinic deposits; creating invoices in SAP; processing all Medicare, Medicaid, CareOregon, and self-pay payments; posting incoming fee revenue in SAP; assisting with the reconciliation of the department's electronic health record system and the monthly fee for services revenue accruals; providing accounting customer service and support for internal and external clients; researching specific revenue information; notifying staff in other program service areas of deposits and providing documentation; auditing all revenue receiving locations on a yearly basis; and providing aid concerning issues or discrepancies that arise with courier services.

This change impacts program offer 40040 – Budget & Finance

Reclassify a 1.00 FTE Program Specialist Senior to a 1.00 FTE Project Manager, position 715924, in the Public Health Division of the Health Department. Class Comp approved the reclassification effective 10/31/16 (reclassification #3608). This position is responsible for identifying, scoping, and launching projects; maintaining the master project plan/strategic plan; determining staffing, training, and resources needed; maintaining the master calendar to schedule projects; developing project plans, timelines, charters, communication plans, and other project management deliverables; setting project goals and monitoring progress; establishing and leading project teams, and building consensus; working with stakeholders and sponsors to problem-solve and ensure project success; providing strategic leadership support to the governance bodies to support decision making, community input, strategic planning, and leadership development within the division; contributing to short- and long-term organization planning and strategy development recommendations; planning and preparing presentations to the Board; and participating in departmental and divisional quality improvement.

This change impacts program offer 40001 – Public Health Administration and Quality Management

Reclassify a 0.90 FTE Community Health Specialist 1 to a 0.90 FTE Community Health Specialist 2, position 714904, in the Public Health Division of the Health Department. Class Comp approved the reclassification effective 4/30/16 (reclassification #3611). This position is responsible for providing breastfeeding education and support for pregnant and postpartum mothers to prevent and handle common concerns; assessing strengths and needs of individuals, families, and communities; conducting assessments and screening of breastfeeding risks; recognizing social and medical risk factors; making caseload contacts and documenting all contacts in the data system; organizing and conducting peer groups using participant centered and popular education methods; collaboratively developing materials and curriculum for groups; tailoring activities and materials to be culturally specific and appropriate; conducting outreach to community resources; representing the WIC and Breastfeeding Peer Counseling programs at community events and organizations; developing and maintaining relationships with department contacts and community organizations; and referring WIC participants to community programs and services as necessary. This change impacts program offer 40018 – Women, Infants and Children (WIC)

Reclassify a 0.90 FTE Community Health Specialist 1 to a 0.90 FTE Community Health Specialist 2, position 716274, in the Public Health Division of the Health Department. Class Comp approved the reclassification effective 4/30/16 (reclassification #3612). This position is responsible for providing breastfeeding education and support for pregnant and postpartum mothers to prevent and handle common concerns; assessing strengths and needs of individuals, families, and communities; conducting assessments and screening of breastfeeding risks; recognizing social

and medical risk factors; making caseload contacts and documenting all contacts in the data system; organizing and conducting peer groups using participant centered and popular education methods; collaboratively developing materials and curriculum for groups; tailoring activities and materials to be culturally specific and appropriate; conducting outreach to community resources; representing the WIC and Breastfeeding Peer Counseling programs at community events and organizations; developing and maintaining relationships with department contacts and community organizations; and referring WIC participants to community programs and services as necessary. This change impacts program offer 40018 – Women, Infants and Children (WIC)

Reclassify a 0.50 FTE Community Health Specialist 1 to a 0.50 FTE Community Health Specialist 2, position 714905, in the Public Health Division of the Health Department. Class Comp approved the reclassification effective 4/30/16 (reclassification #3613). This position is responsible for providing breastfeeding education and support for pregnant and postpartum mothers to prevent and handle common concerns; assessing strengths and needs of individuals, families, and communities; conducting assessments and screening of breastfeeding risks; recognizing social and medical risk factors; making caseload contacts and documenting all contacts in the data system; organizing and conducting peer groups using participant centered and popular education methods; collaboratively developing materials and curriculum for groups; tailoring activities and materials to be culturally specific and appropriate; conducting outreach to community resources; representing the WIC and Breastfeeding Peer Counseling programs at community events and organizations; developing and maintaining relationships with department contacts and community organizations; and referring WIC participants to community programs and services as necessary. This change impacts program offer 40018 – Women, Infants and Children (WIC)

Reclassify a 0.90 FTE Community Health Specialist 1 to a 0.90 FTE Community Health Specialist 2, position 714964, in the Public Health Division of the Health Department. Class Comp approved the reclassification effective 4/30/16 (reclassification #3614). This position is responsible for providing breastfeeding education and support for pregnant and postpartum mothers to prevent and handle common concerns; assessing strengths and needs of individuals, families, and communities; conducting assessments and screening of breastfeeding risks; recognizing social and medical risk factors; making caseload contacts and documenting all contacts in the data system; organizing and conducting peer groups using participant centered and popular education methods; collaboratively developing materials and curriculum for groups; tailoring activities and materials to be culturally specific and appropriate; conducting outreach to community resources; representing the WIC and Breastfeeding Peer Counseling programs at community events and organizations; developing and maintaining relationships with department contacts and community organizations; and referring WIC participants to community programs and services as necessary. 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 717076 to an Administrative Analyst increased budgeted personnel cost by \$14,217, because the step at which the Administrative Analyst is budgeted is higher than the step at which the Administrative Specialist 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 716555 to a Finance Technician is budget neutral, because the current budgeted pay for the position falls within the pay-scale of the new classification.

The reclassification of position 715924 to a Project Manager increased budgeted personnel cost

by \$5,493, because the step at which the Project Manager is budgeted is higher than the step at which the Program Specialist Senior is budgeted. The increase in cost is offset by a decrease in Professional Services, for no net fiscal impact this fiscal year.

The reclassification of position 714904 to a Community Health Specialist 2 decreased budgeted personnel cost by \$380, because the step at which the Community Health Specialist 2 is budgeted is lower than the step at which the Community Health Specialist 1 is budgeted. The decrease in cost is offset by an increase in Permanent, Salary Related Expense, and Insurance Benefits, for no net fiscal impact this fiscal year.

The reclassification of position 716274 to a Community Health Specialist 2 decreased budgeted personnel cost by \$507, because the step at which the Community Health Specialist 2 is budgeted is lower than the step at which the Community Health Specialist 1 is budgeted. The decrease in cost is offset by an increase in Permanent, Salary Related Expense, and Insurance Benefits, for no net fiscal impact this fiscal year.

The reclassification of position 714905 to a Community Health Specialist 2 decreased budgeted personnel cost by \$351, because the step at which the Community Health Specialist 2 is budgeted is lower than the step at which the Community Health Specialist 1 is budgeted. The decrease in cost is offset by an increase in Supplies, Temporary, Non Base Fringe, and Non Base Insurance, for no net fiscal impact this fiscal year.

The reclassification of position 714964 to a Community Health Specialist 2 increased budgeted personnel cost by \$5,568, because the step at which the Community Health Specialist 2 is budgeted is higher than the step at which the Community Health Specialist 1 is budgeted. The increase in cost is offset by a decrease in Premium, and Supplies, 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 \$17,426
- Salary related expense budget will increase by \$5,352
- Insurance benefits budget will increase by \$1,262

- Temporary budget will decrease by \$12,794
- Non Base Fringe budget will decrease by \$1,053
- Non Base Insurance budget will decrease by \$264
- Premium budget will decrease by \$3,704
- Professional Services budget will decrease by \$5,493
- Supplies budget will decrease by \$850
- Central Indirect budget will increase by \$26
- Department Indirect budget will increase by \$92

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 positions 717076, 716555, 715924, 714904, 716274, 714905, and 714964 better fits 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 Administrative Specialist to a 1.00 FTE Administrative Analyst, position 717076, in the Director's Office of the Health Department. Class Comp approved #3603.

Reclassify a 1.00 FTE Office Assistant 2 to a 1.00 FTE Finance Technician, position 716555, in the Business Operations Division of the Health Department. Class Comp approved #3605.

Reclassify a 1.00 FTE Program Specialist Senior to a 1.00 FTE Project Manager, position 715924, in the Public Health Division of the Health Department. Class Comp approved #3608.

Reclassify a 0.90 FTE Community Health Specialist 1 to a 0.90 FTE Community Health Specialist 2, position 714904, in the Public Health Division of the Health Department. Class Comp approved #3611.

Reclassify a 0.90 FTE Community Health Specialist 1 to a 0.90 FTE Community Health Specialist 2, position 716274, in the Public Health Division of the Health Department. Class Comp approved #3612.

Reclassify a 0.50 FTE Community Health Specialist 1 to a 0.50 FTE Community Health Specialist 2, position 714905, in the Public Health Division of the Health Department. Class Comp approved #3613.

Reclassify a 0.90 FTE Community Health Specialist 1 to a 0.90 FTE Community Health Specialist 2, position 714964, in the Public Health Division of the Health Department. Class Comp approved #3614.

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:** Joanne Fuller /s/

Date: November 14, 2016

Budget Analyst: Jeff Renfro /s/

Date: November 14, 2016

Department HR: Holly Calhoun /s/

Date: November 14, 2016

Countywide HR: Karie Miller /s/

Date: November 14, 2016

Exp/Rev/FTE - Budget Modification

Budget Year: 2017

Budget Modification: HD-25-17

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	40001-17	1000	40-30	0030	403004	60000 - Permanent	835,559	839,541	3,982	
2	40001-17	1000	40-30	0030	403004	60130 - Salary Related Expns	285,894	287,117	1,223	
3	40001-17	1000	40-30	0030	403004	60140 - Insurance Benefits	231,588	231,876	288	
4	40001-17	1000	40-30	0030	403004	60170 - Professional Svcs	25,000	19,507	(5,493)	
1000 Total										0
40-30 Total										0
Program Offer Number 40001-17 Total										0
5	40003-17	1000	40-00	0030	400020	60000 - Permanent	332,135	342,440	10,305	
6	40003-17	1000	40-00	0030	400020	60100 - Temporary	37,920	25,049	(12,871)	
7	40003-17	1000	40-00	0030	400020	60130 - Salary Related Expns	105,857	109,022	3,165	
8	40003-17	1000	40-00	0030	400020	60135 - Non Base Fringe	3,182	2,106	(1,076)	
9	40003-17	1000	40-00	0030	400020	60140 - Insurance Benefits	129,148	129,895	747	
10	40003-17	1000	40-00	0030	400020	60145 - Non Base Insurance	796	526	(270)	
1000 Total										0
40-00 Total										0
Program Offer Number 40003-17 Total										0
11	40018-17	1000	40-44	0030	4SA76-04-GF	60000 - Permanent	65,530	65,352	(178)	
12	40018-17	1000	40-44	0030	4SA76-04-GF	60130 - Salary Related Expns	23,021	22,967	(54)	
13	40018-17	1000	40-44	0030	4SA76-04-GF	60140 - Insurance Benefits	25,740	25,727	(13)	
14	40018-17	1000	40-44	0030	4SA76-04-GF	60240 - Supplies	293	538	245	
1000 Total										0

Exp/Rev/FTE - Budget Modification

Budget Year: 2017

Budget Modification: HD-25-17

Line No.	Program Offer Number	Fund Code	Fund Center	Func. Area	Cost Object	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
15	40018-17	20520	40-44	0030	4SA140-5	60000 - Permanent	6,109	6,032	(77)	
16	40018-17	20520	40-44	0030	4SA140-5	60100 - Temporary	0	77	77	
17	40018-17	20520	40-44	0030	4SA140-5	60130 - Salary Related Expns	2,176	2,153	(23)	
18	40018-17	20520	40-44	0030	4SA140-5	60135 - Non Base Fringe	0	23	23	
19	40018-17	20520	40-44	0030	4SA140-5	60140 - Insurance Benefits	3,070	3,064	(6)	
20	40018-17	20520	40-44	0030	4SA140-5	60145 - Non Base Insurance	0	6	6	
20520 Total										0
21	40018-17	20580	40-44	0030	4SA76-04-1	60000 - Permanent	105,191	108,585	3,394	
22	40018-17	20580	40-44	0030	4SA76-04-1	60120 - Premium	3,704	0	(3,704)	
23	40018-17	20580	40-44	0030	4SA76-04-1	60130 - Salary Related Expns	33,651	34,692	1,041	
24	40018-17	20580	40-44	0030	4SA76-04-1	60140 - Insurance Benefits	52,898	53,144	246	
25	40018-17	20580	40-44	0030	4SA76-04-1	60240 - Supplies	3,724	2,629	(1,095)	
26	40018-17	20580	40-44	0030	4SA76-04-1	60350 - Central Indirect	4,399	4,425	26	
27	40018-17	20580	40-44	0030	4SA76-04-1	60355 - Dept Indirect	15,764	15,856	92	
20580 Total										0
40-44 Total										0
Program Offer Number 40018-17 Total										0
28	40040-17	1000	40-90	0030	409140	60000 - Permanent	196,694	196,694	0	
29	40040-17	1000	40-90	0030	409140	60130 - Salary Related Expns	66,453	66,453	0	
30	40040-17	1000	40-90	0030	409140	60140 - Insurance Benefits	74,265	74,265	0	
1000 Total										0
40-90 Total										0
Program Offer Number 40040-17 Total										0
31	40043-17	1000	40-90	0030	409001	50370 - Dept Indirect Rev	(9,867,024)	(9,867,116)	(92)	

Exp/Rev/FTE - Budget Modification

Budget Year: 2017

Budget Modification: HD-25-17

Line No.	Program Offer Number	Fund Code	Fund Center	Func. Area	Cost Object	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
32	40043-17	1000	40-90	0030	409001	60100 - Temporary	94,393	94,485	92	
1000 Total										0
40-90 Total										0
Program Offer Number 40043-17 Total										0
33	72020-17	3500	72-80	0020	705210	50316 - Svc Rmb Med/Dental	(77,864,301)	(77,865,299)	(998)	
34	72020-17	3500	72-80	0020	705210	60330 - Claims Paid	12,412,954	12,413,952	998	
3500 Total										0
72-80 Total										0
Program Offer Number 72020-17 Total										0
35	95000-17	1000	19	0020	9500001000	60470 - Contingency	12,419,991	12,420,017	26	
1000 Total										26
19 Total										26
Program Offer Number 95000-17 Total										26
36	95001-17	1000	19	0020	9500001000	50310 - Intl Svc Reimburse	(6,058,160)	(6,058,186)	(26)	
1000 Total										(26)
19 Total										(26)
Program Offer Number 95001-17 Total										(26)

Exp/Rev/FTE - Budget Modification

Budget Year: 2017

Budget Modification: HD-25-17

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
714904	6046	Community Health Specialist 1	65702	20580	4SA76-04-1	(0.90)	(36,470)	(11,200)	(17,645)	(65,315)
714904	6047	Community Health Specialist 2	65702	20580	4SA76-04-1	0.90	36,195	11,115	17,625	64,935
714905	6046	Community Health Specialist 1	65702	20520	4SA140-5	(0.15)	(6,109)	(1,876)	(3,010)	(10,995)
714905	6046	Community Health Specialist 1	65702	1000	4SA76-04-GF	(0.35)	(14,254)	(4,377)	(7,022)	(25,653)
714905	6047	Community Health Specialist 2	65702	20520	4SA140-5	0.15	6,032	1,853	3,004	10,889
714905	6047	Community Health Specialist 2	65702	1000	4SA76-04-GF	0.35	14,076	4,323	7,009	25,408
714964	6046	Community Health Specialist 1	65702	20580	4SA76-04-1	(0.90)	(32,159)	(9,876)	(17,332)	(59,367)
714964	6047	Community Health Specialist 2	65702	20580	4SA76-04-1	0.90	36,195	11,115	17,625	64,935
715924	6063	Project Manager	68100	1000	403004	1.00	70,531	21,660	20,115	112,306
715924	6088	Program Specialist/Sr	68100	1000	403004	(1.00)	(64,559)	(19,826)	(19,682)	(104,067)
716274	6046	Community Health Specialist 1	65702	20580	4SA76-04-1	(0.90)	(36,562)	(11,228)	(17,652)	(65,442)
716274	6047	Community Health Specialist 2	65702	20580	4SA76-04-1	0.90	36,195	11,115	17,625	64,935
716555	6001	Office Assistant 2	65282	1000	409140	(1.00)	(38,730)	(11,894)	(17,809)	(68,433)
716555	6027	Finance Technician	65282	1000	409140	1.00	39,016	11,982	17,830	68,829
717076	6005	Administrative Specialist	64680	1000	400020	(1.00)	(40,216)	(12,350)	(17,917)	(70,483)
717076	6033	Administrative Analyst	64680	1000	400020	1.00	55,674	17,097	19,038	91,809
Total Annualized Changes:						0.00	\$24,856	\$7,633	\$1,802	\$34,291

Exp/Rev/FTE - Budget Modification

Budget Year: 2017

Budget Modification: HD-25-17

Current Year Personnel Changes

Cost/savings that will take place in this FY; these explain the actual dollar amounts being changed by this BudMod.

Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	Current Year				
						FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
714904	6046	Community Health Specialist 1	65702	20580	4SA76-04-1	(0.90)	(36,470)	(11,200)	(17,645)	(65,315)
714904	6047	Community Health Specialist 2	65702	20580	4SA76-04-1	0.90	36,195	11,115	17,625	64,935
714905	6046	Community Health Specialist 1	65702	20520	4SA140-5	(0.15)	(6,109)	(1,876)	(3,010)	(10,995)
714905	6046	Community Health Specialist 1	65702	1000	4SA76-04-GF	(0.35)	(14,254)	(4,377)	(7,022)	(25,653)
714905	6047	Community Health Specialist 2	65702	20520	4SA140-5	0.15	6,032	1,853	3,004	10,889
714905	6047	Community Health Specialist 2	65702	1000	4SA76-04-GF	0.35	14,076	4,323	7,009	25,408
714964	6046	Community Health Specialist 1	65702	20580	4SA76-04-1	(0.90)	(32,159)	(9,876)	(17,332)	(59,367)
714964	6047	Community Health Specialist 2	65702	20580	4SA76-04-1	0.90	36,195	11,115	17,625	64,935
715924	6063	Project Manager	68100	1000	403004	0.67	47,021	14,440	13,410	74,871
715924	6088	Program Specialist/Sr	68100	1000	403004	(0.67)	(43,039)	(13,217)	(13,122)	(69,378)
716274	6046	Community Health Specialist 1	65702	20580	4SA76-04-1	(0.90)	(36,562)	(11,228)	(17,652)	(65,442)
716274	6047	Community Health Specialist 2	65702	20580	4SA76-04-1	0.90	36,195	11,115	17,625	64,935
716555	6001	Office Assistant 2	65282	1000	409140	(0.67)	(26,011)	(7,988)	(11,887)	(45,886)
716555	6027	Finance Technician	65282	1000	409140	0.67	26,011	7,988	11,887	45,886
717076	6005	Administrative Specialist	64680	1000	400020	(0.67)	(26,811)	(8,233)	(11,945)	(46,989)
717076	6033	Administrative Analyst	64680	1000	400020	0.67	37,116	11,398	12,692	61,206
Total Current FY Changes:						0.00	\$17,426	\$5,352	\$1,262	\$24,040