



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

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # 0.3 DATE 9/14/17
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 9/14/17
Agenda Item #: C.3
Est. Start Time: 9:30 am
Date Submitted: 8/24/17

Agenda Title: BUDGET MODIFICATION # HD-05-18: Authorizing one position reclassification within the Health Department

Requested Meeting Date: 9/14/2017 Time Needed: N/A

Department: 40 - Health Department Division: _____

Contact(s): Angel Landron-Gonzalez – Finance & Budget 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 2018.

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 0.80 FTE Research Evaluation Analyst 2 to a 0.80 FTE Data Analyst Senior, position 709282, in the Public Health Division of the Health Department. Class Comp approved the reclassification effective 2/4/17 (reclassification #3807). This position is responsible for managing the implementation and maintenance of the CAREWare database; serving as the primary contract for staff, IT, and/or contracted agency staff responsible for the daily operation of the system and for other database developments; overseeing the collection of data; developing and implementing work flow; data entry, collection, and reporting procedures; performing data quality assurance; serving as liaison with outside agencies, service providers, software vendors, and IT staff on data analysis, reporting issues, and needs; performing ongoing evaluation and coordination of business operations, workflows, and system capabilities to identify areas for strategic improvement or optimization; providing technical assistance on performance measurement development; designing, writing, and testing queries to prepare standard and ad-hoc reports to meet grant, contract monitoring, and quality management needs; providing monthly reports to contractors; extracting data from EPIC for comparison and quality assurance purposes; reviewing and

evaluating process changes, new application functionality, or system upgrades, including informing businesses of potential risks and benefits, and recommending training; assessing impact of changes on reporting, legal, confidentiality, and compliance requirements; developing written documentation, such as operating procedures, end user manuals, and instructions; and developing and conducting trainings for end users, staff, and colleagues.

This change impacts program offer 40012 – Services for Persons Living with HIV.

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 709282 to a Data Analyst Senior increased budgeted personnel cost by \$1,630, because the step at which the Data Analyst Senior is budgeted is higher than the step at which the Research Evaluation Analyst 2 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 position 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 \$1,173
- Salary related expense budget will increase by \$374
- Insurance benefits budget will increase by \$83
- Temporary budget will decrease by \$1,173
- Non Base Fringe budget will decrease by \$374
- Non Base Insurance budget will decrease by \$83

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 position 709282 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 0.80 FTE Research Evaluation Analyst 2 to a 0.80 FTE Data Analyst Senior, position 709282, in the Public Health Division of the Health Department. Class Comp approved #3807

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: August 24, 2017

Budget Analyst: Mike Paruszkiewicz/s/

Date: August 24, 2017

Department HR: Holly Calhoun/s/

Date: August 24, 2017

Countywide HR: Karie Miller/s/

Date: August 24, 2017

Exp/Rev/FTE - Budget Modification

Budget Year: 2018

Budget Modification: HD-05-18

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	40012-18	21700	40-30	0030	4FA14-23-1	60000 - Permanent	174,648	175,381	733	
2	40012-18	21700	40-30	0030	4FA14-23-1	60100 - Temporary	3,822	3,089	(733)	
3	40012-18	21700	40-30	0030	4FA14-23-1	60130 - Salary Related Expns	61,167	61,401	234	
4	40012-18	21700	40-30	0030	4FA14-23-1	60135 - Non Base Fringe	2,905	2,671	(234)	
5	40012-18	21700	40-30	0030	4FA14-23-1	60140 - Insurance Benefits	53,923	53,975	52	
6	40012-18	21700	40-30	0030	4FA14-23-1	60145 - Non Base Insurance	272	220	(52)	
21700 Total										0
40-30 Total										0
7	40012-18	10010	40-70	0030	43800-10-10010	60000 - Permanent	615,389	615,829	440	
8	40012-18	10010	40-70	0030	43800-10-10010	60100 - Temporary	16,558	16,118	(440)	
9	40012-18	10010	40-70	0030	43800-10-10010	60130 - Salary Related Expns	214,753	214,893	140	
10	40012-18	10010	40-70	0030	43800-10-10010	60135 - Non Base Fringe	4,808	4,668	(140)	
11	40012-18	10010	40-70	0030	43800-10-10010	60140 - Insurance Benefits	209,604	209,635	31	
12	40012-18	10010	40-70	0030	43800-10-10010	60145 - Non Base Insurance	1,136	1,105	(31)	
10010 Total										0
40-70 Total										0
Program Offer Number 40012-18 Total										0

Exp/Rev/FTE - Budget Modification

Budget Year: 2018

Budget Modification: HD-05-18

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
709282	6086	Research/Evaluation Analyst 2	64792	10010	43800-10-10010	(0.30)	(20,369)	(6,506)	(7,296)	(34,171)
709282	6086	Research/Evaluation Analyst 2	64792	21700	4FA14-23-1	(0.50)	(33,948)	(10,843)	(12,160)	(56,951)
709282	6456	Data Analyst/Sr	64792	10010	43800-10-10010	0.30	20,809	6,646	7,327	34,782
709282	6456	Data Analyst/Sr	64792	21700	4FA14-23-1	0.50	34,681	11,077	12,212	57,970
Total Annualized Changes:						0.00	\$1,173	\$374	\$83	\$1,630

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
709282	6086	Research/Evaluation Analyst 2	64792	10010	43800-10-10010	(0.30)	(20,369)	(6,506)	(7,296)	(34,171)
709282	6086	Research/Evaluation Analyst 2	64792	21700	4FA14-23-1	(0.50)	(33,948)	(10,843)	(12,160)	(56,951)
709282	6456	Data Analyst/Sr	64792	10010	43800-10-10010	0.30	20,809	6,646	7,327	34,782
709282	6456	Data Analyst/Sr	64792	21700	4FA14-23-1	0.50	34,681	11,077	12,212	57,970
Total Current FY Changes:						0.00	\$1,173	\$374	\$83	\$1,630