



# Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

### Board Clerk Use Only

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

Agenda Item #: \_\_\_\_\_

Est. Start Time: \_\_\_\_\_

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

**Agenda Title: BUDGET MODIFICATION # HD-14-16: Authorizing two position reclassifications within the Health Department**

**Requested Meeting Date:** \_\_\_\_\_ **Time Needed:** N/A - Consent

**Department:** 40 - Health Department **Division:** Corrections Health, Human Resources

**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 two positions. This change will not impact the Health Department’s total FTE for FY 2016.

#### 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 Program Specialist to a 1.00 FTE Human Resources Analyst 2, position 714647, in the Human Resources Division of the Health Department. Class Comp approved the reclassification effective 10/16/2015 (reclassification #3179). This position is responsible for providing technical expertise regarding training design and development, methods and techniques for a variety of training formats including classroom based, blended learning, webinars, and online training. This position is also responsible for closing identified need gaps for all staff; forwarding confidential recommendations about individual employees performance concerns and drafting management policies to include collective bargaining agreements; participating in the fact-finding process for performance concerns that could lead to disciplinary action; evaluating the effectiveness of training and facilitation services and making recommendations for improvements. This change impacts program offer 40039 – Human Resources and Training

Reclassify a 1.00 FTE Health Information Technician to a 1.00 FTE Office Assistant 2, position

703201, in the Corrections Health Division of the Health Department. Class Comp approved the reclassification effective 10/15/2015 (reclassification #3187). This position is responsible for providing customer service to internal and external customers; answering phones and directing calls to medical staff; taking and routing messages; distributing mail and processing outgoing mail; and transcribing medical orders from providers and coordinating follow up, including scheduling patients for labs, updating the medication record, and scheduling follow up appointments and specialty visits.

This change impacts program offer 40051A – Corrections Health Inverness Jail (MCIJ) Clinical Services.

### **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 714647 to a Human Resources Analyst 2 increased budgeted personnel cost by \$105, because the step at which the Office Assistant Senior is budgeted is higher than the step at which the Program Specialist is budgeted. The increase in cost is offset by a decrease in Supplies for no net fiscal impact this fiscal year.

The reclassification of position 703201 to an Office Assistant 2 decreased budgeted personnel cost by \$21,106, because the step at which the Office Assistant 2 is budgeted is lower than the step at which the Health Information Technician is budgeted. 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 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

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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 \$14,123
- Salary related expense budget will decrease by \$5,853
- Insurance benefits budget will decrease by \$1,025
- Temporary personnel budget will increase by \$13,907
- Non Base Fringe budget will increase by \$6,190

- Non Base Insurance budget will increase by \$1,009
- Supplies budget will decrease by \$105

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 positions 714647 and 703201 better fit 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 Program Specialist to a 1.00 FTE Human Resources Analyst 2, position 714647, in the Human Resources Division of the Health Department. Class Comp approved #3179.
- Reclassify a 1.00 FTE Health Information Technician to a 1.00 FTE Office Assistant 2, position 703201, in the Corrections Health Division of the Health Department. Class Comp approved #3187.

**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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**Elected Official or  
Dept. Director:** \_\_\_\_\_

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

**Budget Analyst:** \_\_\_\_\_

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

**Department HR:** \_\_\_\_\_

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

**Countywide HR:** \_\_\_\_\_

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