



## Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS

AGENDA # C-2 DATE 11/12/15  
MARINA BAKER, ASST BOARD CLERK

### Board Clerk Use Only

Meeting Date: 11/12/15  
Agenda Item #: C.2  
Est. Start Time: 9:30 am  
Date Submitted: 11/6/15

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

**Requested Meeting Date:** Nov. 12, 2015

**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:** Joanne Fuller /s/

**Date:** November 6, 2015

**Budget Analyst:** Jeff Renfro /s/

**Date:** November 6, 2015

**Department HR:** Holly Calhoun /s/

**Date:** November 6, 2015

**Countywide HR:** Karie Miller /s/

**Date:** November 6, 2015

## Exp/Rev/FTE - Budget Modification

Budget Year: 2016

Budget Modification: HD-14-16

### 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	40039-16	1000	40-90	0030	409300	60000 - Permanent	1,106,705	1,106,489	(216)	
2	40039-16	1000	40-90	0030	409300	60130 - Salary Related Expns	342,964	343,301	337	
3	40039-16	1000	40-90	0030	409300	60140 - Insurance Benefits	314,777	314,761	(16)	
4	40039-16	1000	40-90	0030	409300	60240 - Supplies	9,900	9,795	(105)	
1000 Total										0
40-90 Total										0
Program Offer Number 40039-16 Total										0
5	40051A-16	1000	40-50	0030	405760	60000 - Permanent	2,151,460	2,137,553	(13,907)	
6	40051A-16	1000	40-50	0030	405760	60100 - Temporary	144,043	157,950	13,907	
7	40051A-16	1000	40-50	0030	405760	60130 - Salary Related Expns	729,106	722,916	(6,190)	
8	40051A-16	1000	40-50	0030	405760	60135 - Non Base Fringe	13,008	19,198	6,190	
9	40051A-16	1000	40-50	0030	405760	60140 - Insurance Benefits	637,586	636,577	(1,009)	
10	40051A-16	1000	40-50	0030	405760	60145 - Non Base Insurance	4,854	5,863	1,009	
1000 Total										0
40-50 Total										0
Program Offer Number 40051A-16 Total										0
11	72020-16	3500	72-80	0020	705210	50316 - Svc Rmb Med/Dental	(71,021,369)	(71,021,353)	16	
12	72020-16	3500	72-80	0020	705210	60330 - Claims Paid	7,515,874	7,515,858	(16)	
3500 Total										0
72-80 Total										0
Program Offer Number 72020-16 Total										0

## Exp/Rev/FTE - Budget Modification

Budget Year: 2016

Budget Modification: HD-14-16

### 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
703201	6001	Office Assistant 2	66208	1000	405760	1.00	33,369	9,573	16,571	59,513
703201	6321	Health Information Technician	66208	1000	405760	(1.00)	(51,912)	(17,827)	(17,916)	(87,655)
714647	6021	Program Specialist	65280	1000	409300	(1.00)	(53,524)	(15,356)	(18,033)	(86,913)
714647	9670	Human Resources Analyst 2	65280	1000	409300	1.00	53,236	15,805	18,012	87,053
Total Annualized Changes:						0.00	(\$18,831)	(\$7,804)	(\$1,366)	(\$28,001)

### 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
703201	6001	Office Assistant 2	66208	1000	405760	0.75	25,027	7,180	12,428	44,635
703201	6321	Health Information Technician	66208	1000	405760	(0.75)	(38,934)	(13,370)	(13,437)	(65,741)
714647	6021	Program Specialist	65280	1000	409300	(0.75)	(40,143)	(11,517)	(13,525)	(65,185)
714647	9670	Human Resources Analyst 2	65280	1000	409300	0.75	39,927	11,854	13,509	65,290
Total Current FY Changes:						0.00	(\$14,123)	(\$5,853)	(\$1,025)	(\$21,001)