



**Multnomah County
Agenda Placement Request
Budget Modification**

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C-1 DATE 6/16/16
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 6/16/16
Agenda Item #: C.1
Est. Start Time: 9:30 am
Date Submitted: 5/20/16

Agenda Title: BUDGET MODIFICATION # HD-34-16: Authorizing two position reclassifications within the Health Department

Requested Meeting Date: June 16, 2016 Time Needed: N/A - Consent

Department: 40 - Health Department Division: Human Resources, Public Health

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 Research Evaluation Analyst 2 to 1.00 FTE Research Evaluation Analyst Senior, position 716762, in the Public Health Division of the Health Department. Class Comp approved the reclassification effective 11/10/15 (reclassification #3379). This position is responsible for performing professional and technical applied research and program evaluation on societal effects of recreational marijuana legalization for a National Institute of Health (NIH) marijuana grant and Oregon Public Health Division marijuana surveillance program; Office of Equity & Inclusion (OEI), Oregon Health Authority; CDC funded Medical Monitoring Project (MMP); and the Director's Office of the Health Department. The position is responsible for leading the criminal justice aim of the NIH grant, including providing lead coordination with criminal justice agencies in Oregon & Washington; coordinating and collaborating with legal staff to produce a state & local-level policy code book for Oregon related to recreational and medical marijuana policies; representing OEI on an interagency workgroup to develop a novel statistical method to

measure health disparities and inequities within Coordinated Care Organizations; leading content development for the State of Equity website; conducting literature reviews on emerging public topics to establish health department role and policy recommendations for County Commissioners; and facilitating meetings across programs and with external stakeholders to coordinate data collection and dissemination.

This change impacts program offers 40035 – Health Assessment, Planning and Evaluation and 40048 – Community Epidemiology

Reclassify a 1.00 FTE Human Resource Analyst 1 to a 1.00 FTE Human Resource Analyst 2, position 716832, in the Human Resources Division of the Health Department. Class Comp approved the reclassification effective 11/11/15 (reclassification #3384). This position is responsible for ensuring that documentation is available for offsite meetings, investigations, and other reporting needs; tracking business partners' communications, investigations, disciplines, and involuntary terminations; managing the limited duration and temporary assignment database ensuring that assignments conform to the applicable time lines; researching, interpreting, and applying collective bargaining agreements, Personnel Rules, Administrative Procedures, County and Health Department policies and procedures, and Federal, State, and local laws in order to respond to manager, supervisor, employee, or applicant requests or complaints; participating in the investigation process by taking initial complaints, coordinating interviews, participating in interviews, researching rules, collecting documentation, and tracking outcomes; assisting managers and supervisors in resolving employee conflict; reviewing and analyzing current HR team processes; working with subject matter experts to design, test, and implement new processes; managing the Health Department termination process, including communication with the employee, manager, supervisor, benefits, and payroll; and providing data as requested for unemployment claims and other statistical trends or requests.

This change impacts program offer 40039 – Human Resources and Training

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 716762 to a Research Evaluation Analyst Senior increased budgeted personnel cost by \$13,315, because the step at which the Research Evaluation 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 Supplies, Professional Services, Temporary, Non Base Fringe, and Non Base Insurance for no net fiscal impact this fiscal year.

The reclassification of position 716832 to a Human Resources Analyst 2 increased budgeted personnel cost by \$4,691, because the step at which the Human Resources Analyst 2 is budgeted is higher than the step at which Human Resources Analyst 1 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 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 \$12,996
- Salary related expense budget will increase by \$3,761
- Insurance benefits budget will increase by \$940
- Temporary personnel budget will decrease by \$5,160
- Non Base Fringe budget will decrease by \$1,512
- Non Base Insurance budget will decrease by \$374
- Professional Services budget will decrease by \$3,993
- Supplies budget will decrease by \$6,658

8. What do the changes accomplish?

Change of classification for position 716762 and 716832 better fits the duties of the position 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 Research Evaluation Analyst 2 to 1.00 FTE Research Evaluation Analyst Senior, position 716762, in the Public Health Division of the Health Department. Class Comp approved #3379.

Reclassify a 1.00 FTE Human Resource Analyst 1 to a 1.00 FTE Human Resource Analyst 2, position 716832, in the Human Resources Division of the Health Department. Class Comp approved #3384.

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: May 18, 2016

Budget Analyst: Jeff Renfro /s/

Date: May 19, 2016

Department HR: Holly Calhoun /s/

Date: May 19, 2016

Countywide HR: Karie Miller /s/

Date: May 19, 2016

Exp/Rev/FTE - Budget Modification

Budget Year: 2016

Budget Modification: HD-34-16

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	40035-16	32165	40-16	0030	4SA66-1	60000 - Permanent	244,788	249,686	4,898	
2	40035-16	32165	40-16	0030	4SA66-1	60130 - Salary Related Expns	75,179	76,584	1,405	
3	40035-16	32165	40-16	0030	4SA66-1	60140 - Insurance Benefits	73,242	73,597	355	
4	40035-16	32165	40-16	0030	4SA66-1	60240 - Supplies	11,943	5,285	(6,658)	
32165 Total										0
5	40035-16	32407	40-16	0030	4CA142-06-1	60000 - Permanent	26,809	28,769	1,960	
6	40035-16	32407	40-16	0030	4CA142-06-1	60100 - Temporary	10,024	8,064	(1,960)	
7	40035-16	32407	40-16	0030	4CA142-06-1	60130 - Salary Related Expns	8,124	8,686	562	
8	40035-16	32407	40-16	0030	4CA142-06-1	60135 - Non Base Fringe	2,983	2,421	(562)	
9	40035-16	32407	40-16	0030	4CA142-06-1	60140 - Insurance Benefits	8,142	8,284	142	
10	40035-16	32407	40-16	0030	4CA142-06-1	60145 - Non Base Insurance	2,164	2,022	(142)	
32407 Total										0
40-16 Total										0
Program Offer Number 40035-16 Total										0
11	40039-16	1000	40-90	0030	409300	60000 - Permanent	1,171,706	1,174,906	3,200	
12	40039-16	1000	40-90	0030	409300	60100 - Temporary	55,103	51,903	(3,200)	
13	40039-16	1000	40-90	0030	409300	60130 - Salary Related Expns	362,664	363,614	950	
14	40039-16	1000	40-90	0030	409300	60135 - Non Base Fringe	12,981	12,031	(950)	
15	40039-16	1000	40-90	0030	409300	60140 - Insurance Benefits	333,641	333,873	232	
16	40039-16	1000	40-90	0030	409300	60145 - Non Base Insurance	2,670	2,438	(232)	
1000 Total										0

Exp/Rev/FTE - Budget Modification

Budget Year: 2016

Budget Modification: HD-34-16

Line No.	Program Offer Number	Fund Code	Fund Center	Func. Area	Cost Object	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
	40-90 Total									0
					Program Offer Number 40039-16 Total					0
17	40048-16	1000	40-30	0030	403005	60000 - Permanent	503,288	506,226	2,938	
18	40048-16	1000	40-30	0030	403005	60130 - Salary Related Expns	158,936	159,780	844	
19	40048-16	1000	40-30	0030	403005	60140 - Insurance Benefits	135,029	135,240	211	
20	40048-16	1000	40-30	0030	403005	60170 - Professional Svcs	25,000	21,007	(3,993)	
	1000 Total									0
	40-30 Total									0
					Program Offer Number 40048-16 Total					0
21	72020-16	3500	72-80	0020	705210	50316 - Svc Rmb Med/Dental	(71,434,382)	(71,434,948)	(566)	
22	72020-16	3500	72-80	0020	705210	60330 - Claims Paid	7,928,887	7,929,453	566	
	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-34-16

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
716762	6086	Research/Evaluation Analyst 2	67177	1000	403005	(0.30)	(16,519)	(4,739)	(5,444)	(26,702)
716762	6086	Research/Evaluation Analyst 2	67177	32407	4CA142-06-1	(0.20)	(11,012)	(3,159)	(3,628)	(17,799)
716762	6086	Research/Evaluation Analyst 2	67177	32165	4SA66-1	(0.50)	(27,531)	(7,899)	(9,072)	(44,502)
716762	6087	Research/Evaluation Analyst/Sr	67177	1000	403005	0.30	20,926	6,004	5,761	32,692
716762	6087	Research/Evaluation Analyst/Sr	67177	32407	4CA142-06-1	0.20	13,951	4,002	3,841	21,795
716762	6087	Research/Evaluation Analyst/Sr	67177	32165	4SA66-1	0.50	34,878	10,006	9,604	54,489
716832	9080	Human Resources Analyst 1	64785	1000	409300	(1.00)	(48,436)	(14,380)	(17,664)	(80,480)
716832	9670	Human Resources Analyst 2	64785	1000	409300	1.00	53,236	15,805	18,012	87,054
Total Annualized Changes:						0.00	\$19,494	\$5,641	\$1,411	\$26,547

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
716762	6086	Research/Evaluation Analyst 2	67177	1000	403005	(0.20)	(11,013)	(3,159)	(3,630)	(17,802)
716762	6086	Research/Evaluation Analyst 2	67177	32407	4CA142-06-1	(0.13)	(7,341)	(2,106)	(2,419)	(11,866)
716762	6086	Research/Evaluation Analyst 2	67177	32165	4SA66-1	(0.33)	(18,354)	(5,266)	(6,048)	(29,668)
716762	6087	Research/Evaluation Analyst/Sr	67177	1000	403005	0.20	13,951	4,003	3,841	21,795
716762	6087	Research/Evaluation Analyst/Sr	67177	32407	4CA142-06-1	0.13	9,301	2,668	2,561	14,530
716762	6087	Research/Evaluation Analyst/Sr	67177	32165	4SA66-1	0.33	23,252	6,671	6,403	36,326

Exp/Rev/FTE - Budget Modification

Budget Year: 2016

Budget Modification: HD-34-16

Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	Current Year				Total
						FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	
716832	9080	Human Resources Analyst 1	64785	1000	409300	(0.67)	(32,291)	(9,587)	(11,776)	(53,654)
716832	9670	Human Resources Analyst 2	64785	1000	409300	0.67	35,491	10,537	12,008	58,036
Total Current FY Changes:						0.00	\$12,996	\$3,761	\$940	\$17,697