



**Multnomah County  
Agenda Placement Request  
Budget Modification**

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS

AGENDA # C-1 DATE 5/26/16  
MARINA BAKER, ASST BOARD CLERK

**Board Clerk Use Only**

Meeting Date: 5/26/16  
Agenda Item #: C.1  
Est. Start Time: 9:30 am  
Date Submitted: 5/16/16

**Agenda Title: BUDGET MODIFICATION # HD-33-16: Authorizing two position reclassifications within the Health Department**

Requested Meeting Date: May 26, 2016

Time Needed: N/A - Consent

Department: 40 - Health Department

Division: Integrated Clinical Services,  
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 0.80 FTE Pharmacy Technician to a 0.80 FTE Eligibility Specialist, position 707305, in the Integrated Clinical Services Division of the Health Department. Class Comp approved the reclassification effective 10/8/15 (reclassification #3336). This position is responsible for interviewing clients to ascertain needs and obtain required verification; maintaining DAP case records; responding to client inquiries; advocating for at risk/vulnerable clients; facilitating client enrollment in drug assistance programs; assisting and referring clients for enrollment in Medicaid, Medicare, or other coverage plans; obtaining signatures of clients and medical providers; assessing completed forms for accuracy; documenting income, resources, and client situations on forms; submitting applications to various manufacturer programs; and responding to billing and service issue inquiries from clients, medical professionals, pharmacists, and other healthcare professionals.

This change impacts program offer 40031 – Pharmacy

Reclassify a 1.00 FTE Environmental Health Supervisor to a 1.00 FTE Operations Supervisor, position 702561, in the Public Health Division of the Health Department. Class Comp approved the reclassification effective 6/1/16 (reclassification #3356). This position is responsible for hiring, training, coaching, motivating, and evaluating program staff; coordinating staff training and development; evaluating daily operations/workflows and recommending improvements and modifications; working with leadership to ensure quality of service meets goals; providing leadership to improve operational performance; investigating complaints and recommending or instituting corrective action; developing program objectives and goals; preparing and revising policies and procedures; participating in budget development and forecasting for staffing, equipment, materials, and supplies; monitoring and analyzing program expenditures; managing program fees and payments; and liaising with internal services, external partners, and government agencies.

This change impacts program offer 40007 – Health Inspections and Education

**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 707305 to an Eligibility Specialist increased budgeted personnel cost by \$1,180, because the step at which the Eligibility Specialist is budgeted is higher than the step at which the Pharmacy Technician 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 702561 to an Operations Supervisor decreased budgeted personnel cost by \$4,691, because the step at which the Operations Supervisor is budgeted is lower than the step at which Environmental Health Supervisor 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 \$2,296
- Salary related expense budget will decrease by \$1,048
- Insurance benefits budget will decrease by \$167
- Temporary personnel budget will increase by \$2,296
- Non Base Fringe budget will increase by \$1,048
- Non Base Insurance budget will increase by \$167

**8. What do the changes accomplish?**

Change of classification for position 707305 and 702561 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 0.80 FTE Pharmacy Technician to a 0.80 FTE Eligibility Specialist, position 707305, in the Integrated Clinical Services Division of the Health Department. Class Comp approved #3336.

Reclassify a 1.00 FTE Environmental Health Supervisor to a 1.00 FTE Operations Supervisor, position 702561, in the Public Health Division of the Health Department. Class Comp approved #3356.

**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:** May 16, 2016

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

**Date:** May 16, 2016

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

**Date:** May 16, 2016

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

**Date:** May 16, 2016

### Exp/Rev/FTE - Budget Modification

Budget Year: 2016

Budget Modification: HD-33-16

#### 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	40007-16	1000	40-30	0030	403310	60000 - Permanent	1,583,840	1,580,710	(3,130)	
2	40007-16	1000	40-30	0030	403310	60100 - Temporary	20,248	23,378	3,130	
3	40007-16	1000	40-30	0030	403310	60130 - Salary Related Expns	516,997	515,663	(1,334)	
4	40007-16	1000	40-30	0030	403310	60135 - Non Base Fringe	3,652	4,986	1,334	
5	40007-16	1000	40-30	0030	403310	60140 - Insurance Benefits	477,464	477,237	(227)	
6	40007-16	1000	40-30	0030	403310	60145 - Non Base Insurance	369	596	227	
<b>1000 Total</b>										<b>0</b>
<b>40-30 Total</b>										<b>0</b>
<b>Program Offer Number 40007-16 Total</b>										<b>0</b>
7	40031-16	26080	40-80	0030	48200-00-26080	60000 - Permanent	579,667	580,501	834	
8	40031-16	26080	40-80	0030	48200-00-26080	60100 - Temporary	143,612	142,778	(834)	
9	40031-16	26080	40-80	0030	48200-00-26080	60130 - Salary Related Expns	178,203	178,489	286	
10	40031-16	26080	40-80	0030	48200-00-26080	60135 - Non Base Fringe	45,952	45,666	(286)	
11	40031-16	26080	40-80	0030	48200-00-26080	60140 - Insurance Benefits	176,470	176,530	60	
12	40031-16	26080	40-80	0030	48200-00-26080	60145 - Non Base Insurance	6,838	6,778	(60)	
<b>26080 Total</b>										<b>0</b>
<b>40-80 Total</b>										<b>0</b>
<b>Program Offer Number 40031-16 Total</b>										<b>0</b>

### Exp/Rev/FTE - Budget Modification

Budget Year: 2016

Budget Modification: HD-33-16

#### 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
702561	9025	Operations Supervisor	61189	1000	403310	1.00	48,336	14,352	17,652	80,340
702561	9062	Environmental Health Supervisor	61189	1000	403310	(1.00)	(85,902)	(30,358)	(20,380)	(136,640)
707305	6119	Pharmacy Technician	61546	26080	48200-00-26080	(0.80)	(36,907)	(12,674)	(16,828)	(66,409)
707305	6300	Eligibility Specialist	61546	26080	48200-00-26080	0.80	38,019	13,056	16,908	67,983
<b>Total Annualized Changes:</b>						<b>0.00</b>	<b>(\$36,454)</b>	<b>(\$15,624)</b>	<b>(\$2,648)</b>	<b>(\$54,726)</b>

#### 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
702561	9025	Operations Supervisor	61189	1000	403310	0.08	4,028	1,196	1,471	6,695
702561	9062	Environmental Health Supervisor	61189	1000	403310	(0.08)	(7,158)	(2,530)	(1,698)	(11,386)
707305	6119	Pharmacy Technician	61546	26080	48200-00-26080	(0.60)	(27,680)	(9,506)	(12,621)	(49,807)
707305	6300	Eligibility Specialist	61546	26080	48200-00-26080	0.60	28,514	9,792	12,681	50,987
<b>Total Current FY Changes:</b>						<b>0.00</b>	<b>(\$2,296)</b>	<b>(\$1,048)</b>	<b>(\$167)</b>	<b>(\$3,511)</b>