



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 # LIB-01-16: Reclassifying six positions in Multnomah County Library

Requested Meeting Date: _____

Time Needed: N/A

Department: 80 - Library

Division: Dept. Administration, Youth Svcs, System Access, Neighborhood Libraries

Contact(s): Daniel Flanigan

Phone: 503-988-5431 Ext. _____ I/O Address 317/LAL

Presenter Name(s) & Title(s): NA - Consent Agenda

General Information

1. What action are you requesting from the Board?

Requesting approval of Budget Modification LIB-01-16 to reclassify 6 positions with no net change in FTE as approved by the Class/Comp Unit of Central Human Resources.

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.

Classification request #3073 has been approved by the Class Comp unit of Central HR to reclassify vacant existing position 713958 from a 0.5 FTE Access Services Assistant to a 0.5 FTE Library Assistant in the System Wide Staffing unit (PO #80011) of the Library's Department Administration Division. With the reclassification of the Library Page positions to Access Services Assistants, the work unit has more Clerk and ASA positions than needed to support the needs of the Library and the staffing trend is to increase the number of Library Assistant positions to better serve the needs of the community.

Classification request #3053 has been approved by the Class Comp unit of Central HR to reclassify filled existing position #713713 from a 1.0 FTE Human Resources Manager 1 to a 1.0 FTE Human Resources Analyst Sr. in the System Wide Staffing work unit (80011) of the Department Administration Division. This downward reclassification request is a result of a shift of

duties and responsibilities that will remove the oversight of the on call employees from this position to another position. This reclassified position will have a greater focus on generalist and recruitment duties and will have responsibility for supervising the System Wide Assistance Team who work at all library locations as needed and assigned.

Classification request #3052 has been approved by the Class Comp unit of Central HR to reclassify existing position #709736 from a 1.0 FTE Human Resources Analyst Sr. to a 1.0 FTE Human Resources Manager 1, in the Human Resources work unit (80011) of the Department Administration Division. This reclassification request is a result of a restructuring of duties and responsibilities and this position will acquire responsibility for supervising approximately 100 on call employees and manage the substitute process for regular, part time staff wanting to pick up extra hours. The incumbent is not re-classed with the position.

Classification request #3061 has been approved by the Class Comp unit of Central HR to reclassify existing vacant position #713711 from a 0.5 FTE Program Specialist Sr. to a 0.5 FTE Program Coordinator in the Youth Services Management work unit (80015) of the Youth Services Division. This downward reclassification was requested as a result of an evaluation of the level of work which determined that the scope of this position has changed to incorporate greater focus on training volunteers and staff, coordinating daily operations of the Summer Reading Program, and working collaboratively with staff throughout the library to plan and implement the program.

Classification request #3082 has been approved by the Class Comp unit of Central HR to reclassify existing vacant position #717420 from a 1.0 FTE IT Manager Sr. to a 1.0 FTE Library Director of Digital Strategies in the IT Services work unit (80017) of the System Access & Information Services Division. This new position was included in the FY16 budget as an IT Manager Sr. This position will provide leadership for the library's technology vision and digital strategy while ensuring that the Library has a sustainable and robust information technology that supports innovative and progressive services to a diverse community in a continuous learning environment. The Library Director of Digital Strategies classification was newly created by Class Comp (August 2015) to specifically address the needs of this position.

Classification request #2923 has been approved by the Class Comp unit of Central HR to reclassify existing filled position #706891 from a 1.0 FTE Office Assistant Sr. to a 1.0 FTE Program Technician in the System Access Services work unit (80019) of the System Access & Information Services Division. This position has gradually assumed duties related to planning curriculum, delivering training, assisting coaches and supervisors with skills assessments, and providing remedial assistance to staff having a hard time meeting service standards.

3. Explain the fiscal impact (current year and ongoing).

There is no net impact to the Library Fund for the current fiscal year. Ongoing, personnel changes made via this budget modification will be incorporated in to future budgets.

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).

N/A

7. What budgets are increased/decreased?

Department Administration:

Permanent personnel in cost center 803910 (System Wide Staffing) increased \$6,188

Neighborhood Libraries:

Temporary personnel in cost center 805260 decreased \$6,188

8. What do the changes accomplish?

The changes in classification more accurately reflects the level and scope of job duties and the redistribution of personnel resources meets current staffing needs.

9. Do any personnel actions result from this budget modification?

In System Wide Staffing a 0.5 FTE Access Services Assistant will be reclassified to a 0.5 FTE Library Assistant and a 1.0 FTE Human Resources Manager 1 will be reclassified to a 1.0 FTE Human Resources Analyst Sr.

In Human Resources a 1.0 FTE Human Resources Analyst Sr. will be reclassified to a 1.0 FTE Human Resources Manager 1.

In Youth Services Management a 0.5 FTE Program Specialist Sr. will be reclassified to a 0.5 FTE Program Coordinator.

In IT Services a 1.0 FTE IT Manager Sr. will be reclassified to a 1.0 FTE Library Director of Digital Strategies.

In System Access & Information Services a 1.0 FTE Office Assistant Sr. will be reclassified to a 1.0 FTE Program Technician.

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:** _____

Date: _____

Budget Analyst: _____

Date: _____

Department HR: _____

Date: _____

Countywide HR: _____

Date: _____