



# 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-06-15: Reclassifying a .75 FTE Office Asst. 2 to Office Asst. Sr.**

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

**Department:** 80 - Library **Division:** Administration

**Contact(s):** Daniel Flanigan

**Phone:** 503-988-5431 **Ext.** \_\_\_\_\_ **I/O Address** 317/LAL

**Presenter Name(s) & Title(s):** N/A - Consent agenda

## General Information

### 1. What action are you requesting from the Board?

Requesting approval of Budget Modification LIB-06-15 to reclassify a .75 FTE Office Assistant 2 to Office Assistant Senior in the Library's Department Administration division.

### 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 #2790 has been approved by the Class Comp unit of central HR to reclassify filled position #715446 from an Office Assistant 2 (6001) to an Office Assistant Senior (6002) within the Library's Facilities & Logistics and Volunteer Services work units in the Department Administration division. This request is the result of a gradual assumption of duties over 6 months that has tasked the position with providing administrative support for both work units - Facilities & Logistics (.5 FTE) and Volunteer Services (.25 FTE).

The Office Assistant 2 classification performs a wide variety of moderately complex general administrative, secretarial/clerical support functions and tasks in a department, division, program, or business operation. Qualifications include the equivalent to completion of the twelfth grade and two years of general clerical experience, including working with clients and/or the public. While some of the duties and responsibilities of the position under review are within those associated with this classification, the position is responsible for performing a wide variety of difficult administrative work in support of two different work units; therefore this classification is no longer a

good match.

The Office Assistant Senior classification performs a wide variety of responsible and difficult administrative work in support of the function, unit or program to which assigned. Qualifications for the classification include the equivalent to the completion of the twelfth grade and three years of specialized, increasingly responsible clerical experience in the area of assignment. The incumbent's qualifications include a bachelor's degree, various Library specific trainings, and experience working in three Neighborhood Library locations and Central Library.

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

In the current year permanent personnel expenditures increase \$1,794 in Facilities & Logistics (803420) and \$897 in Volunteer Services (803510). These are offset by decreases in Local Travel/Mileage (60270) in Facilities & Logistics and Professional Services (60170) in Volunteer Services.

Ongoing, position 715446 will be included in the budgets of Facilities & Logistics (67%) and Volunteer Services (33%).

### **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).**

N/A

### **7. What budgets are increased/decreased?**

In Facilities & Logistics Permanent Salary (60000) increases \$1,301, Salary Related Expense (60130) increases \$405, Insurance Benefits (60140) increases \$88, and Local Travel/Mileage (60270) decreases \$1,794.

In Volunteer Services Permanent Salary increases \$651, Salary Related Expense increases \$203, Insurance Benefits increases \$44, and Professional Services (60170) decreases \$897.

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

This reclassification allows the Library to better meet the challenges presented from the evolution of position 715446, and the incumbent duties, since August 2014.

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

Yes, a filled .75 FTE Office Assistant 2 is reclassified to an Office Assistant Senior.

**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)?**

The Office Assistant Senior position will be included in future Library Department budgets.

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**Required Signature**

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<b>Elected Official or Dept. Director:</b>	_____	<b>Date:</b>	_____
<b>Budget Analyst:</b>	_____	<b>Date:</b>	_____
<b>Department HR:</b>	_____	<b>Date:</b>	_____
<b>Countywide HR:</b>	_____	<b>Date:</b>	_____