



Multnomah County
Agenda Placement Request
Budget Modification
(FY 2018)

Board Clerk Use Only

Meeting Date: 12/21/17
Agenda Item #: C.6
Est. Start Time: 9:30 a.m.
Date Submitted: 12/15/17

Agenda Title: **BUDGET MODIFICATION # Lib-06-18: Reclassify 3 Library Clerk positions to Access Services Assistant**

Requested Meeting Date: December 21, 2017 **Time Needed:** N/A

Department: 80 - Library **Division:** Public Services

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-06-18 to reclassify three 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 #3922 has been approved by the Class Comp unit of Central HR to reclassify vacant existing position 705882 from a .75 FTE Library Clerk to a .75 FTE Access Services Assistant in the Albina Library work unit of the Inner/South County Libraries Group (PO #80003) of the Library's Public Services Division. The Library business model has changed due to the implementation of the Access Services Assistant and the Albina Library is consolidating the work of materials movement and the circulation desk. This position will provide library services to patrons and staff, ranging from materials movement and performing routine library support duties to assisting with circulation/account management.

Classification request #3928 has been approved by the Class Comp unit of Central HR to reclassify vacant existing position 702520 from a .75 FTE Library Clerk to a .75 FTE Access Services Assistant in the Belmont Library work unit of the Inner/South County Libraries Group (PO #80003) of the Library's Public Services Division. The Library business model has changed due to the implementation of the Access Services Assistant and the Belmont Library is consolidating the

work of materials movement and the circulation desk. This position will provide library services to patrons and staff, ranging from materials movement and performing routine library support duties to assisting with circulation/account management.

Classification request #3929 has been approved by the Class Comp unit of Central HR to reclassify vacant existing position 702916 from a 1.0 FTE Library Clerk to a .50 FTE Access Services Assistant in the Belmont Library work unit of the Inner/South County Libraries Group (PO #80003) of the Library's Public Services Division. The Library business model has changed due to the implementation of the Access Services Assistant and the Belmont Library is consolidating the work of materials movement and the circulation desk. This position will provide library services to patrons and staff, ranging from materials movement and performing routine library support duties to assisting with circulation/account management. The remaining .50 FTE is accounted for in classification request #3930.

Classification request #3930 has been approved by the Class Comp unit of Central HR to create new position 719208, a .50 FTE Access Services Assistant in the Belmont Library work unit of the Inner/South County Libraries Group (PO# 80003) of the Library's Public Services Division. Position 719208 is the remaining .50 FTE from the reclass of position 702916 in classification request #3929.

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?

Public Services:

Permanent personnel in cost center 805210 (Albina Library) are decreased \$1,684 and central indirect is decreased \$45.

Permanent personnel in cost center 805220 (Belmont Library) is decreased \$12,141 and central indirect is decreased \$327.

Temporary personnel in cost center 805000 (Public Services Division Management) is increased \$14,197.

8. What do the changes accomplish?

The changes in classification more accurately reflect the level and scope of job duties.

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

In Albina Library a .75 FTE Library Clerk is reclassified to a .75 FTE Access Services Assistant.

In Belmont Library a .75 FTE Library Clerk is reclassified to a .75 FTE Access Services Assistant; a 1.0 FTE Library Clerk is reclassified to a .50 FTE Access Services Assistant and a new .50 Access Services Assistant position is created.

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:** Vailey Oehlke /s/

Date: December 15, 2017

Budget Analyst: Jeff Renfro /s/

Date: December 15, 2017

Department HR: Johnette Easter /s/

Date: December 15, 2017

Countywide HR: Karie Miller /s/

Date: December 15, 2017