



**Multnomah County
Agenda Placement Request
Budget Modification**

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS

AGENDA # C-8 DATE 3/19/15
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 3/19/15
Agenda Item #: C.8
Est. Start Time: 9:30 am
Date Submitted: 3/11/15

Agenda Title: BUDGET MODIFICATION # Lib-06-15: Reclassifying a .75 FTE Office Asst. 2 to Office Asst. Sr.

Requested Meeting Date: 3/19/2015 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

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?

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.

Required Signature

**Elected Official or
Dept. Director:** Vailey Oehlke /s/

Date: 3/10/2015

Budget Analyst: Chris Yager /s/

Date: 3/11/2015

Department HR: Shelly Kent /s/

Date: 3/9/2015

Countywide HR: Karie Miller

Date: 3/8/2015

Exp/Rev/FTE - Budget Modification

Budget Year: 2015

Budget Modification: Lib-06-15

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	72020-15	3500		0	705210	60330 - Claims Paid	4,753,510	4,753,642	132	
3500 Total										132
Total										132
2	72020-15	3500	72-80	0020	705210	50316 - Svc Rmb Med/Dental	(67,749,953)	(67,750,085)	(132)	
3500 Total										(132)
72-80 Total										(132)
Program Offer Number 72020-15 Total										0
3	80010-15	1510		0	803510	60000 - Permanent	268,171	268,822	651	
4	80010-15	1510		0	803510	60130 - Salary Related Expns	88,571	88,774	203	
5	80010-15	1510		0	803510	60140 - Insurance Benefits	74,710	74,754	44	
6	80010-15	1510		0	803510	60170 - Professional Svcs	9,075	8,178	(897)	
1510 Total										0
Total										0
Program Offer Number 80010-15 Total										0
7	80018-15	1510		0	803420	60000 - Permanent	594,124	595,425	1,301	
8	80018-15	1510		0	803420	60130 - Salary Related Expns	190,362	190,768	405	
9	80018-15	1510		0	803420	60140 - Insurance Benefits	249,841	249,929	88	
10	80018-15	1510		0	803420	60270 - Local Travel/Mileage	4,000	2,206	(1,794)	
1510 Total										0

Exp/Rev/FTE - Budget Modification

Budget Year: 2015

Budget Modification: Lib-06-15

Line No.	Program Offer Number	Fund Code	Fund Center	Func. Area	Cost Object	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
	Total									0
				Program Offer Number 80018-15 Total						0

Exp/Rev/FTE - Budget Modification

Budget Year: 2015

Budget Modification: Lib-06-15

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
715446	6001	Office Assistant 2		1510	803420	(0.50)	(17,074)	(5,320)	(8,228)	(30,622)
715446	6001	Office Assistant 2		1510	803510	(0.25)	(8,539)	(2,661)	(4,115)	(15,316)
715446	6002	Office Assistant/Sr		1510	803420	0.50	18,676	5,820	8,336	32,832
715446	6002	Office Assistant/Sr		1510	803510	0.25	9,341	2,911	4,169	16,421
Total Annualized Changes:						0.00	\$2,404	\$749	\$162	\$3,315

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
715446	6001	Office Assistant 2		1510	803420	(0.42)	(14,263)	(4,444)	(6,859)	(25,566)
715446	6001	Office Assistant 2		1510	803510	(0.21)	(7,134)	(2,223)	(3,430)	(12,787)
715446	6002	Office Assistant/Sr		1510	803420	0.42	15,564	4,850	6,947	27,360
715446	6002	Office Assistant/Sr		1510	803510	0.21	7,784	2,426	3,474	13,684
Total Current FY Changes:						0.00	\$1,951	\$608	\$132	\$2,691