



**Multnomah County
Agenda Placement Request
Budget Modification**
(FY 2018)

Board Clerk Use Only

Meeting Date: _____

Agenda Item #: _____

Est. Start Time: _____

Date Submitted: _____

Agenda Title: BUDGET MODIFICATION # Lib-01-19: Reclassify 5 positions

Requested Meeting Date: _____

Time Needed: N/A

Department: 80 - Library

Division: Content Strategy, Operations,
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-01-19 to reclassify 5 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 #4049 has been approved by the Class Comp unit of Central HR to reclassify filled existing position 700506 from a 1.0 FTE Library Clerk to a 1.0 FTE Program Coordinator in the Selection and Acquisition work unit of the Collections & Technical Services program offer (PO# 80020) of the Library's Content Strategy Division. This position is proposed for reclassification as a result of a gradual assumption of higher level duties and responsibilities that have occurred since October 2017.

The work practices and management within Collections and Technical Services (C&TS) were realigned to maximize efficiency and automation. This position now works with a cross functional team of leads and managers to direct the work of C&TS. Responsibilities of this position include overseeing the general workflow in the acquisitions unit of Technical Services; tracking performance of staff within the unit; conducting staff meetings to discuss and facilitate workflow; participating in interviews for new positions as needed and making hiring recommendations to the manager; developing and implementing training programs for new procedures and new hires;

preparing weekly schedules for the Acquisitions Clerks; managing the Library's acquisitions processes for the materials collection; serving as the expert in the acquisitions module of the Integrated Library System (ILS); and overseeing the ordering of, and payment for, materials ordered for the Library's collection.

Classification request #4053 has been approved by the Class Comp unit of Central HR to reclassify filled existing position 705321 from a 1.0 FTE Human Resources Technician to a 1.0 FTE Human Resources Analyst 1 in the Human Resources work unit (PO# 80017) of the Library's Operations Division. This proposed reclassification is a result of a gradual assumption of higher level duties and responsibilities since November 2017. This position has evolved due to the high workload of the HR Analyst Seniors and HR Manager 1, and is now responsible for leading the recruitment activities for all of the Library Access Services Assistants and Library Clerks. This position is responsible for providing a variety of professional and technical human resources activities and support for the Library, including recruitment and selection and employee consultations. This position also leads the development and implementation of comprehensive recruitment plans; evaluates the effectiveness of the recruiting and selection process and makes recommendations to management; develops outreach and advertising plans for external recruitments; initiates and coordinates modifications to the recruitment and selection process for bilingual and bicultural positions.

Classification request #4068 has been approved by the Class Comp unit of Central HR to reclassify vacant existing position 704408 from a .75 FTE Library Clerk to a .75 FTE Library Access Services Assistant in the North Portland Library work unit of the North County Libraries Group (PO# 80002) of the Library's Public Services Division. The Library business model has changed due to the implementation of the Library Access Services Assistant and the North Portland 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 #4069 has been approved by the Class Comp unit of Central HR to reclassify vacant existing position 702388 from a .75 FTE Library Clerk to a .75 FTE Library Access Services Assistant in the Holgate Library work unit of the Mid/East Counties group (PO# 80004) of the Library's Public Services Division. The Library business model has changed due to the implementation of the Library Access Services Assistant and the North Portland 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 #3959 has been approved by the Class Comp unit of Central HR to reclassify filled existing position 701257 from a 1.0 FTE Library Outreach Specialist to a 1.0 FTE Program Specialist in the Every Child Initiative work unit (PO# 80007) of the Library's Public Services Division. This reclassification is requested due to a gradual assumption of higher level duties and responsibilities since July 2017. Initially this position was tasked with mentoring, teaching, and training childcare providers but a need was identified for improved educational opportunities for childcare providers in early literacy; therefore, this position is now responsible for developing, implementing, monitoring, and evaluating the library's early childhood educator training program as well as the early literacy and language programs in the county.

Position 701257 was reclassified in FY18 from a Library Outreach Specialist to a Program Specialist by the Board on March 8, 2018. It was not included in the FY19 Staffing Amendment, however, requiring the FY19 reclassification request.

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?

Content Strategy:

Permanent personnel in cost center 803110 (Selection & Acquisition) increased \$34,690, central indirect increased \$971.

Supplies in cost center 803210 (IT Services) decreased \$35,661.

Public Services:

Permanent personnel in cost center 805320 (North Portland Library) decreased \$5,589 and temporary personnel increased \$5,589.

Permanent personnel in cost center 805290 (Holgate Library) decreased \$5,744 and temporary personnel increased \$5,744.

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 Selection & Acquisition a 1.0 FTE Library Clerk will be reclassified to a 1.0 FTE Program Coordinator.

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

In North Portland Library a .75 FTE Library Clerk will be reclassified to a .75 FTE Library Access Services Assistant.

In Holgate Library a .75 FTE Library Clerk will be reclassified to a .75 FTE Library Access Services Assistant.

In Every Child Initiative a 1.0 FTE Library Outreach Specialist will be reclassified to a 1.0 FTE Program Specialist

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: _____