



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(Revised: 8/18/11)

Board Clerk Use Only

Meeting Date: 6/6/13
Agenda Item #: C.3
Est. Start Time: 9:30 am
Date Submitted: 5/30/13

Agenda Title: **BUDGET MODIFICATION # LIB-03 Reclassifying 1.00 Program Coordinator and 2.00 Librarian Positions.**

Note: For all other submissions (i.e. Notices of Intent, Ordinances, Resolutions, Orders or Proclamations) please use the APR short form.

Requested Meeting Date: <u>June 6, 2013</u>	Time Needed: <u>N/A (Consent)</u>
Department: <u>Library</u>	Division: <u>Various</u>
Contact(s): <u>Daniel Flanigan</u>	
Phone: <u>503-988-5431</u> Ext. _____	I/O Address: <u>317/Admin</u>
Presenter Name(s) & Title(s): <u>N/A – Consent Agenda</u>	

General Information

1. What action are you requesting from the Board?

Requesting approval of Budget Modification LIB-03 to reclassify a 1.0 FTE Program Coordinator position in Collection and Technical Services to a 1.0 FTE Librarian; to reclassify a 1.0 FTE Librarian position to a 1.0 FTE Program Specialist, Sr. and a 1.0 FTE Librarian position to a 1.0 FTE Business Process Consultant, both in Systemwide Access Services; all as determined 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 #2152 has been approved by the Class Comp Unit of Central HR to reclassify existing position 702594 from Program Coordinator (6022) to Librarian (7222).

Rationale for Classification Decision:

This position is being reclassified due to changing business needs. This position's role was changed from acquisitions to electronic content in order to provide more support to an increasing and ever changing service for the public. The incumbent will be responsible for managing the library's electronic content, including selecting system wide e-books and

downloadable materials, developing processes for selection and acquisition of materials, use of access technologies, troubleshooting, and ongoing evaluations. Also, working with Selections & Acquisitions staff to develop policies and procedures for building e-content collections; creating and maintaining records in Electronic Resource Management for e-journal subscriptions; collaborating with other library staff to develop best practices and coordinate management of electronic products; evaluating, selecting and maintaining relationships with digital content vendors; negotiating with vendors and coordinating communications to maximize the use of electronic content.

Reclassification request #2065 has been approved by the Class Comp Unit of Central HR to reclassify existing position 710177 from Librarian (7222) to Program Specialist, Sr. (6088).

Rationale for Classification Decision:

The duties and responsibilities of this position within the Library's Reference, Adult Services and Programming Unit have gradually changed over the last few years. This position serves as the primary driver for Oregon's statewide reference service program, L-net, which connects Oregonians with library reference service 24/7 by live chat, email, and text messaging. The incumbent is responsible for coordinating policies, services, contracts, and intergovernmental agreements with a variety of stakeholders and partner libraries; analyzing, recommending, developing, and implementing policies and procedures; proposing goals, objectives, and activities, and setting program direction. In addition, this position maintains the website; identifies, implements, and develops (if necessary) software modules to meet program needs; serves as the primary spokesperson for L-net; answers questions about and promotes the program at a variety of gatherings; recruits new partner libraries; prepares grant requests; and develops and oversees the budget.

Reclassification request #2109 has been approved by the Class Comp Unit of Central HR to reclassify existing position #701174 from Librarian (7222) to Business Process Consultant (6501).

Rationale for Classification Decision:

This position has been filled for the last 4.5 years and has been classified as a Librarian. At the time the position was classified it was placed in the Librarian classification as a best fit as there was no other appropriate classification that existed and some of the duties – project management, staff training, professional relationship development, and professional development – matched the classification. Since that time, a classification has been developed that is a better match for the position. The working title for this position is Integrated Library System (ILS) Coordinator and it is responsible for serving as the primary liaison for the Library with both IT staff and the ILS software vendor staff. The ILS software package is licensed from an outside vendor and underpins all of the Library's operations, including purchasing, cataloging, checking out, tracking and renewing of library materials. This position plans, coordinates, and implements system wide improvements and a broad range of development projects for the ILS; develops project plans to track and coordinate efforts with stakeholders; uses project management principles to manage resources, scope, and timeline of projects; works with Library management and staff to define business needs, processes and procedures; analyzes business processes and procedures to ensure the ILS can support data collection, tracking, and reporting; analyzes the ILS data to determine its effectiveness and identify areas for improvement; designs reports from the ILS and trains other staff to create routine reports; and provides guidance and assistance to library management and staff with the ILS.

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

There is no net fiscal impact in the Library Fund for the current fiscal year.

Additional personnel costs resulting from Reclassification #2152 will be offset by decreasing the materials & service budget in cost center 803110. On an ongoing basis overall personnel costs in cost center 803110 will be increased by about \$12,222.

Additional personnel costs resulting from Reclassification #2109 will be offset by decreasing the materials & service budget in cost center 803810. On an ongoing basis overall personnel costs in cost center 803810 will be increased by about \$2,068.

There is a \$275 increase in Fund 3500 for insurance reimbursement in the current year.

4. Explain any legal and/or policy issues involved.

Not applicable

5. Explain any citizen and/or other government participation that has or will take place.

Not applicable.

Budget Modification

If the request is a **Budget Modification**, please answer **all** of the following in detail:

- **What revenue is being changed and why? If the revenue is from a federal source, please list the Catalog of Federal Assistance Number (CFDA).**

There is no change in revenue in the Library Fund.

- **What budgets are increased/decreased?**

Collection & Tech Services, Selection and Acquisition, cost center 803110: personnel expenditure budget increases \$3,055, and professional services budget decreases by \$3,055.

Systemwide Access Services, Customer Support & Account Mgmt., cost center 803810: personnel budget increases \$1,725 and postage budget decreases \$1,725.

- **What do the changes accomplish?**

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

- **Do any personnel actions result from this budget modification? Explain.**

In Selection and Acquisition a 1.0 FTE Program Coordinator (6022) position (702594) will be reclassified to a 1.0 FTE Librarian (7222) position. In Customer Support and Account Mgmt, a 1.0 FTE Librarian position (710177) will be reclassified to a 1.0 FTE Program Specialist, Sr. (6088) position, and a 1.0 FTE Librarian position will be reclassified to a Business Process Consultant (6501) position.

- **If a grant, is 100% of the central and department indirect recovered? If not, please explain why.**

Not applicable.

- **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?**

Not applicable.

- **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 (i.e. cash match, in kind match, reporting requirements etc)?**

Not applicable.

NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.

Required Signature

Elected Official or Dept Director: Vailey Oehlke /s/ **Date:** 5-29-13

Budget Analyst: Althea Gregory /s/ **Date:** 5-29-13

Department HR: Shelly Kent /s/ **Date:** 5-29-13