



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(Revised: 5/24/13)

Board Clerk Use Only

Meeting Date: 1/30/14
Agenda Item #: C.1
Est. Start Time: 9:30 am
Date Submitted: 1/14/14

BUDGET MODIFICATION # LIB-05 Creating an Administrative Analyst position and eliminating an Office Assistant, Sr. position in the Library's Department Administration division.

Note: if Contingency, use that form. If item other than a BudMod, please use different APR. : Title should not be more than 2 lines but sufficient to describe the action requested.

Requested Meeting Date: January 30, 2014
Department: Library
Contact(s): Daniel Flanigan
Phone: 503-988-5431 Ext. I/O Address:
Presenter Name(s) & Title(s): NA-Consent Agenda

Time Needed: NA
Division: Administration

General Information

1. What action are you requesting from the Board?

Requesting approval of Budget Modification LIB-05 to create an Administrative Analyst position and eliminate an Office Assistant, Sr. position 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.

This new position in the Library's Director's Office is being created in order to provide direct administrative support to the Director and Deputy Director. The position will be responsible for coordinating the development of the division budget for Department Administration; developing the Director's Office annual budget and program offer; monitoring spending against the budget throughout the year; monitoring the Director's Discretionary Fund; drafting contract proposals; coordinating the contracting approval process; monitoring and evaluating contracts throughout the year; coordinating personnel administration activities; working with Human Resources to review, draft and edit disciplinary actions on behalf of the Director and Deputy Director; analyzing data related to grievance and collective

bargaining issues; and receiving and responding to inquiries, complaints and concerns on behalf of the Director and Deputy Director. Additionally, this new position will be responsible for planning meetings with community partners, library stakeholders, commissioners, the Chair's office and staff groups; coordinating and supporting the executive management team meetings; acting as the administrative liaison for the Library Advisory board; completing one time projects that require research, analysis, writing, planning and implementation; and delegating work to support staff as needed.

The position has been reviewed and approved for this classification by the Class Comp unit of Central Human Resources. This change impacts program offer 80007, Library Director's Office.

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

There is no net impact to the Library Fund for the current fiscal year. The permanent personnel budget in the Library Director's Office is increased \$11,609 which is offset by a decrease in the supply budget in Library IT Services .

On an ongoing basis the personnel budget in the Library Director's Office will increase \$27,641.

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

NA

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

NA

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).**

No revenue is changed

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

In the Library Director's Office:

Permanent salary increased \$8,283

Salary Related Expenses increased \$2,746

Insurance increased \$580

In Library IT Services supplies decreased \$11,609

- **What do the changes accomplish?**

The creation of the new Administrative Analyst position will increase organizational efficiency in the Library Director's Office.

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

In the Library Director's Office a new 1.0 FTE Administrative Analyst position will be created and a vacant, existing 1.0 FTE Office Assistant Sr. position will be eliminated.

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

NA

- **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?**

NA

- 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)?

NA

NOTE: Attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.

Required Signatures

**Elected Official
or Dept Director:** Vailey Oehlke /s/ **Date:** 1/14/2014

Budget Analyst: Althea Gregory /s/ **Date:** 1/14/2014

Department HR: Shelly Kent /s/ **Date:** 1/14/2014

Countywide HR: Kari Miller /s/ **Date:** 1/14/2014

Note: Please submit electronically. Insert names of your approvers followed by /s/ - we no longer use actual signatures. Please date each signature. Use "n/a" when signature not applicable."