Multnomah County
Agenda Placement Request
Budget Modification
(Revised 9/23/13)

Board Clerk Use Only

Meeting Date: 10/8/15

Agenda Item #: C.8

Est. Start Time: 9:30 am

Date Submitted: 9/24/15

Agenda Title: BUDGET MODIFICATION # LIB-01-16: Reclassifying six positions in Multnomah County Library

Requested Meeting Date: October 8, 2015   **Time Needed:** N/A

Department: 80 - Library

Division: Dept. Administration, Youth Svcs, System Access, Neighborhood Libraries

Contact(s): Daniel Flanigan

Phone: 503-988-5431   **Ext.**   **I/O Address** 317/LAL

Presenter Name(s) & Title(s): NA - Consent Agenda

General Information

1. What action are you requesting from the Board?

Requesting approval of Budget Modification LIB-01-16 to reclassify 6 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 #3073 has been approved by the Class Comp unit of Central HR to reclassify vacant existing position 713958 from a 0.5 FTE Access Services Assistant to a 0.5 FTE Library Assistant in the System Wide Staffing unit (PO #80011) of the Library's Department Administration Division. With the reclassification of the Library Page positions to Access Services Assistants, the work unit has more Clerk and ASA positions than needed to support the needs of the Library and the staffing trend is to increase the number of Library Assistant positions to better serve the needs of the community.

Classification request #3053 has been approved by the Class Comp unit of Central HR to reclassify filled existing position #713713 from a 1.0 FTE Human Resources Manager 1 to a 1.0 FTE Human Resources Analyst Sr. in the System Wide Staffing work unit (80011) of the Department Administration Division. This downward reclassification request is a result of a shift of

duties and responsibilities that will remove the oversight of the on call employees from this position to another position. This reclassified position will have a greater focus on generalist and recruitment duties and will have responsibility for supervising the System Wide Assistance Team who work at all library locations as needed and assigned.

Classification request #3052 has been approved by the Class Comp unit of Central HR to reclassify existing position #709736 from a 1.0 FTE Human Resources Analyst Sr. to a 1.0 FTE Human Resources Manager 1, in the Human Resources work unit (80011) of the Department Administration Division. This reclassification request is a result of a restructuring of duties and responsibilities and this position will acquire responsibility for supervising approximately 100 on call employees and manage the substitute process for regular, part time staff wanting to pick up extra hours. The incumbent is not re-classed with the position.

Classification request #3061 has been approved by the Class Comp unit of Central HR to reclassify existing vacant position #713711 from a 0.5 FTE Program Specialist Sr. to a 0.5 FTE Program Coordinator in the Youth Services Management work unit (80015) of the Youth Services Division. This downward reclassification was requested as a result of an evaluation of the level of work which determined that the scope of this position has changed to incorporate greater focus on training volunteers and staff, coordinating daily operations of the Summer Reading Program, and working collaboratively with staff throughout the library to plan and implement the program.

Classification request #3082 has been approved by the Class Comp unit of Central HR to reclassify existing vacant position #717420 from a 1.0 FTE IT Manager Sr. to a 1.0 FTE Library Director of Digital Strategies in the IT Services work unit (80017) of the System Access & Information Services Division. This new position was included in the FY16 budget as an IT Manager Sr. This position will provide leadership for the library's technology vision and digital strategy while ensuring that the Library has a sustainable and robust information technology that supports innovative and progressive services to a diverse community in a continuous learning environment. The Library Director of Digital Strategies classification was newly created by Class Comp (August 2015) to specifically address the needs of this position.

Classification request #2923 has been approved by the Class Comp unit of Central HR to reclassify existing filled position #706891 from a 1.0 FTE Office Assistant Sr. to a 1.0 FTE Program Technician in the System Access Services work unit (80019) of the System Access & Information Services Division. This position has gradually assumed duties related to planning curriculum, delivering training, assisting coaches and supervisors with skills assessments, and providing remedial assistance to staff having a hard time meeting service standards.

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

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?

Department Administration:
Permanent personnel in cost center 803910 (System Wide Staffing) increased $6,188

Neighborhood Libraries:
Temporary personnel in cost center 805260 decreased $6,188

8. What do the changes accomplish?

The changes in classification more accurately reflects the level and scope of job duties and the redistribution of personnel resources meets current staffing needs.

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

In System Wide Staffing a 0.5 FTE Access Services Assistant will be reclassed to a 0.5 FTE Library Assistant and a 1.0 FTE Human Resources Manager 1 will be reclassed to a 1.0 FTE Human Resources Analyst Sr.

In Human Resources a 1.0 FTE Human Resources Analyst Sr. will be reclassed to a 1.0 FTE Human Resources Manager 1.

In Youth Services Management a 0.5 FTE Program Specialist Sr. will be reclassed to a 0.5 FTE Program Coordinator.

In IT Services a 1.0 FTE IT Manager Sr. will be reclassed to a 1.0 FTE Library Director of Digital Strategies.

In System Access & Information Services a 1.0 FTE Office Assistant Sr. will be reclassed to a 1.0 FTE Program Technician.

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:	Becky Cobb /s/	**Date:**	September 24, 2015
Budget Analyst:	Jeff Renfro /s/	**Date:**	September 24, 2015
Department HR:	Shelly Kent /s/	**Date:**	September 24, 2015
Countywide HR:	Karie Miller /s/	**Date:**	September 24, 2015

Exp/Rev/FTE - Budget Modification

Budget Modification: LIB-01-16

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	72020-16	3500			705210	50316 - Svc Rmb Med/Dental	(70,424,046)	(70,423,914)	132	
2	72020-16	3500			705210	60330 - Claims Paid	6,918,551	6,918,419	(132)	
	3500 Total									0
	Total									0
				Program Offer Number 72020-16 Total						0
3	80002-16	1510			805260	60100 - Temporary	35,000	28,812	(6,188)	
	1510 Total									(6,188)
	Total									(6,188)
				Program Offer Number 80002-16 Total						(6,188)
4	80011-16	1510			803710	60000 - Permanent	717,349	717,349	0	
5	80011-16	1510			803710	60130 - Salary Related Expns	236,189	236,188	(1)	
6	80011-16	1510			803710	60140 - Insurance Benefits	179,328	179,329	1	
7	80011-16	1510			803910	60000 - Permanent	458,145	462,714	4,569	
8	80011-16	1510			803910	60130 - Salary Related Expns	147,323	148,633	1,310	
9	80011-16	1510			803910	60140 - Insurance Benefits	181,023	181,332	309	
	1510 Total									6,188
	Total									6,188
				Program Offer Number 80011-16 Total						6,188
10	80015-16	1510			804110	60000 - Permanent	249,818	243,253	(6,565)	
11	80015-16	1510			804110	60100 - Temporary	32,777	41,667	8,890	
12	80015-16	1510			804110	60130 - Salary Related Expns	84,949	83,066	(1,883)	

Exp/Rev/FTE - Budget Modification

Budget Modification: LIB-01-16

Line No.	Program Offer Number	Fund Code	Fund Center	Func. Area	Cost Object	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
13	80015-16	1510			804110	60140 - Insurance Benefits	63,854	63,412	(442)	
	1510 Total									0
	Total									0
					Program Offer Number 80015-16 Total					0
14	80017-16	1510			803210	60000 - Permanent	315,000	315,000	0	
15	80017-16	1510			803210	60130 - Salary Related Expns	109,571	109,571	0	
16	80017-16	1510			803210	60140 - Insurance Benefits	63,719	63,719	0	
	1510 Total									0
	Total									0
					Program Offer Number 80017-16 Total					0
17	80019-16	1510			803810	60000 - Permanent	516,336	516,336	0	
18	80019-16	1510			803810	60130 - Salary Related Expns	166,488	166,488	0	
19	80019-16	1510			803810	60140 - Insurance Benefits	133,917	133,917	0	
	1510 Total									0
	Total									0
					Program Offer Number 80019-16 Total					0

Budget Modification: LIB-01-16

Annualized Personnel Changes

Change is shown on a full year basis even though this action affects only a part of the fiscal year (FY).

Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Annualized Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
706891	6002	Office Assistant/Sr		1510	803810	(1.00)	(47,523)	(16,319)	(17,360)	(81,202)
706891	6020	Program Technician		1510	803810	1.00	48,963	16,814	17,457	83,234
709736	9715	Human Resources Manager 1		1510	803710	1.00	91,425	32,309	20,324	144,058
709736	9748	Human Resources Analyst, Senior		1510	803710	(1.00)	(91,425)	(32,310)	(20,323)	(144,058)
713711	6022	Program Coordinator		1510	804110	0.50	26,762	7,678	9,879	44,319
713711	6088	Program Specialist/Sr		1510	804110	(0.50)	(34,626)	(9,934)	(10,410)	(54,970)
713713	9715	Human Resources Manager 1		1510	803910	(1.00)	(93,772)	(33,139)	(20,482)	(147,393)
713713	9748	Human Resources Analyst, Senior		1510	803910	1.00	91,426	32,309	20,324	144,059
713958	7211	Library Assistant		1510	803910	0.50	22,429	6,435	9,587	38,451
713958	7212	Access Services Assistant		1510	803910	(0.50)	(15,484)	(4,442)	(9,118)	(29,044)
717420	9454	IT Manager/Senior		1510	803210	(1.00)	(97,676)	(29,000)	(20,745)	(147,421)
717420	9783	Library Director of Digital Strategies		1510	803210	1.00	90,353	26,826	20,251	137,430
				Total Annualized Changes:		0.00	($9,148)	($2,772)	($616)	($12,537)

Exp/Rev/FTE - Budget Modification

Budget Modification: LIB-01-16

Current Year Personnel Changes

Cost/savings that will take place in this FY; these explain the actual dollar amounts being changed by this BudMod.

Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
706891	6002	Office Assistant/Sr		1510	803810	(1.00)	(47,523)	(16,319)	(17,360)	(81,202)
706891	6020	Program Technician		1510	803810	1.00	48,963	16,814	17,457	83,234
709736	9715	Human Resources Manager 1		1510	803710	0.92	83,806	29,617	18,630	132,053
709736	9748	Human Resources Analyst, Senior		1510	803710	(0.92)	(83,806)	(29,618)	(18,629)	(132,053)
713711	6022	Program Coordinator		1510	804110	0.46	24,532	7,038	9,056	40,626
713711	6088	Program Specialist/Sr		1510	804110	(0.46)	(31,803)	(9,124)	(9,547)	(50,474)
713713	9715	Human Resources Manager 1		1510	803910	(0.92)	(85,958)	(30,377)	(18,775)	(135,110)
713713	9748	Human Resources Analyst, Senior		1510	803910	0.92	83,807	29,617	18,630	132,054
713958	7211	Library Assistant		1510	803910	0.46	20,560	5,899	8,788	35,247
713958	7212	Access Services Assistant		1510	803910	(0.46)	(14,213)	(4,077)	(8,359)	(26,649)
717420	9454	IT Manager/Senior		1510	803210	(0.83)	(81,397)	(24,167)	(17,287)	(122,851)
717420	9783	Library Director of Digital Strategies		1510	803210	0.83	75,294	22,355	16,876	114,525
				Total Current FY Changes:		0.00	($7,738)	($2,342)	($520)	($10,600)