



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

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # C.5 DATE 8/31/17  
MARINA BAKER, ASST BOARD CLERK

**Board Clerk Use Only**

Meeting Date: 8/31/17  
Agenda Item #: C.5  
Est. Start Time: 9:30 am  
Date Submitted: 8/21/17

**Agenda Title: BUDGET MODIFICATION # Lib-02-18: Reclassify 5 positions**

Requested Meeting Date: August 31, 2017 Time Needed: N/A  
Department: 80 - Library Division: Public Services and  
Department Administration

Contact(s): Daniel Flanigan

Phone: 503-988-5431 Ext. \_\_\_\_\_ I/O Address \_\_\_\_\_

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-02-18 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 #3736 has been approved by the Class Comp unit of Central HR to reclassify filled existing position 707845 from a 1.0 FTE Program Coordinator to a 1.0 FTE Program Specialist Sr. in the Public Services Division Management work unit (PO#80022) of the Library's Public Services Division. This position is being reclassified as a result of higher level duties and responsibilities assumed since September 2016.

Duties of this position include serving as the Library's primary driver of Spanish outreach services and language projects (Spanish and other languages) that affect policy and influence contracts system wide; providing leadership for a variety of internal and external programs; executing inter-divisional and inter-agency agreements, contracts and grants; developing critical programs, partnerships and collaborations; creating and administering policies and procedures for multiple library programs; collaborating with staff in several divisions of the Library, other county departments, community organizations, and multiple school districts; evaluating the effect of policy decisions upon service delivery and operations; developing strategies, establishing performance measures, maintaining goals and objectives, and monitoring outcomes.

Classification request #3737 has been approved by the Class Comp unit of Central HR to reclassify filled existing position 715973 from a .75 FTE Program Coordinator to a .75 FTE Program Specialist in the Public Services Management work unit (PO# 80022) of the Library's Public Services Division. This position is being reclassified as a result of higher level duties and responsibilities assumed since September 2016.

Duties of this position include providing leadership and serving as the subject matter expert for the Listos Para el Kinder program with Library staff, service providers, community organizations, and the public; developing curriculum and instructional materials; coordinating the service delivery and planning between library groups; monitoring service quality and program effectiveness to recommend changes in the program, procedures, and policies; developing and maintaining program goals and objectives; developing proposals to identify program efficiency and cost effectiveness; collaborating on developing, monitoring and evaluating grants; collaborating on the development and administration of surveys and evaluation tools to assess the Listos program; serving as the liaison with Spanish speaking families to facilitate interactions.

Classification request #3744 has been approved by the Class Comp unit of Central HR to reclassify vacant existing position 716458 from a 1.0 FTE Program Supervisor to a 1.0 Library Manager in the School Age services work unit (PO #80006) of the Library's Public Services Division. This position is requested for reclassification as a part of a reorganization that took place July 1, 2017. This position will report to the Library Manager Senior for Programming and Outreach and will supervise the School Age Service team and provide leadership and direction for the Youth Services work group. Duties and responsibilities added to the position include: coordinating the system wide Youth Services work group; coordinating and leading complex projects; developing and leading the implementation of new and innovative programs for youth; establishing and maintaining performance measures for Youth Services; providing decision making and direction to the Youth Services work group; and leading or managing complex inter-divisional strategies programs and projects.

Classification request #3745 has been approved by the Class Comp unit of Central HR to reclassify vacant existing position 708304 from a 1.0 FTE Library Manager Senior to a 1.0 FTE Library Manager in the Programming & Community Outreach work unit (PO# 80008) of the Library's Public Services Division. This position is requested for reclassification as a part of a reorganization that took place July 1, 2017. This position will report to the Library Manager Senior for Programming and Outreach and will work closely with other managers to support service delivery. Duties and responsibilities that were removed from this position include: executive level responsibility; liaison to The Library Foundation; providing executive level performance measurement assignments; division budget responsibility; coordinating services to the homeless for the whole library system; and serving as executive management team sponsor of programs for diverse audiences and system wide outreach and public training teams.

Classification request #3796 has been approved by the Class Comp work unit of central HR to reclassify filled existing position 712408 from a 1.0 FTE Administrative Analyst to a 1.0 FTE Project Manager Represented in the Library Director's Office (PO #80010) in the Library's Department Administration Division. This reclassification request is a result of a gradual assumption of higher level duties and responsibilities that have occurred since January 2017. This position is part of the Policy and Strategic Project unit and oversees all aspects of project management for large, strategic, system wide projects. Duties that were removed from this position include supporting the Information Services Management Team, coordinating the Information Services for the 21st Century Initiative, and system wide Information Services coordination.

The position is responsible for projects that impact more than 600 library staff and 430,000 library card holders; requires collaboration with other county work units such as IT, Facilities, and Procurement and Contracting; and have project budgets up to approximately one million dollars.

**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

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**Budget Modification**

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**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?**

Public Services:

Permanent personnel in cost center 804120 (School Age Services) decreased \$5,905, central indirect decreased \$159, and temporary personnel increased \$6,064.

Permanent personnel in cost center 801100 (Programming & Community Outreach) decreased \$63,486, central indirect decreased \$1,708, and temporary personnel increased \$65,194.

Permanent personnel in cost center 805000 (Public Services Division Mgmt.) increased \$1,106, central indirect increased \$30, and temporary personnel decreased \$1,136.

Department Administration:

Permanent personnel increased \$12,043, central indirect increased \$324, and Professional services decreased \$12,367.

**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 Public Services Division Management a 1.0 FTE Program Coordinator will be reclassified to a 1.0 FTE Program Specialist Sr. and a .75 FTE Program Coordinator will be reclassified to a .75 FTE Program Specialist.

In School Age Services a 1.0 FTE Program Supervisor will be reclassified to a 1.0 Library Manager.

In Programming & Community Outreach a 1.0 FTE Library Manager Sr. will be reclassified to a 1.0 FTE Library Manager.

In the Library Director's Office a 1.0 FTE Administrative Analyst will be reclassified to a 1.0 FTE Project Manager.

**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

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**Required Signature**

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

**Date:** August 21, 2017

**Budget Analyst:** Jeff Renfro /s/

**Date:** August 21, 2017

**Department HR:** Johnette Easter /s/

**Date:** August 21, 2017

**Countywide HR:** Karie Miller /s/

**Date:** August 21, 2017

### Exp/Rev/FTE - Budget Modification

Budget Year: 2018

Budget Modification: Lib-02-18

#### 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	72020-18	3500			705210	50316 - Svc Rmb Med/Dental	(79,965,970)	(79,963,447)	2,523	
2	72020-18	3500			705210	60330 - Claims Paid	6,248,719	6,246,196	(2,523)	
<b>3500 Total</b>										<b>0</b>
<b>Total</b>										<b>0</b>
<b>Program Offer Number 72020-18 Total</b>										<b>0</b>
3	80006-18	1510			804120	60000 - Permanent	611,871	607,639	(4,232)	
4	80006-18	1510			804120	60100 - Temporary	59,249	65,313	6,064	
5	80006-18	1510			804120	60130 - Salary Related Expns	220,686	219,292	(1,394)	
6	80006-18	1510			804120	60140 - Insurance Benefits	189,146	188,867	(279)	
7	80006-18	1510			804120	60350 - Central Indirect	29,306	29,147	(159)	
<b>1510 Total</b>										<b>0</b>
<b>Total</b>										<b>0</b>
<b>Program Offer Number 80006-18 Total</b>										<b>0</b>
8	80008-18	1510			801100	60000 - Permanent	592,495	549,088	(43,407)	
9	80008-18	1510			801100	60100 - Temporary	7,987	73,181	65,194	
10	80008-18	1510			801100	60130 - Salary Related Expns	207,532	190,317	(17,215)	
11	80008-18	1510			801100	60140 - Insurance Benefits	172,809	169,945	(2,864)	
12	80008-18	1510			801100	60350 - Central Indirect	26,388	24,680	(1,708)	
<b>1510 Total</b>										<b>0</b>
<b>Total</b>										<b>0</b>
<b>Program Offer Number 80008-18 Total</b>										<b>0</b>

Exp/Rev/FTE - Budget Modification

Budget Year: 2018

Budget Modification: Lib-02-18

Line No.	Program Offer Number	Fund Code	Fund Center	Func. Area	Cost Object	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
13	80010-18	1510			800000	60000 - Permanent	895,025	903,717	8,692	
14	80010-18	1510			800000	60130 - Salary Related Expns	327,692	330,469	2,777	
15	80010-18	1510			800000	60140 - Insurance Benefits	215,073	215,647	574	
16	80010-18	1510			800000	60170 - Professional Svcs	173,100	160,733	(12,367)	
17	80010-18	1510			800000	60350 - Central Indirect	38,801	39,125	324	
<b>1510 Total</b>										<b>0</b>
<b>Total</b>										<b>0</b>
<b>Program Offer Number 80010-18 Total</b>										<b>0</b>
18	80022-18	1510			805000	60000 - Permanent	658,919	659,620	701	
19	80022-18	1510			805000	60100 - Temporary	23,987	22,851	(1,136)	
20	80022-18	1510			805000	60130 - Salary Related Expns	232,383	232,742	359	
21	80022-18	1510			805000	60140 - Insurance Benefits	149,207	149,253	46	
22	80022-18	1510			805000	60350 - Central Indirect	28,805	28,835	30	
<b>1510 Total</b>										<b>0</b>
<b>Total</b>										<b>0</b>
<b>Program Offer Number 80022-18 Total</b>										<b>0</b>
23	95001-18	1000			9500001000	50310 - Intl Svc Reimburse	(83,744)	(82,231)	1,513	
24	95001-18	1000			9500001000	60470 - Contingency	(2,037,858)	(2,039,371)	(1,513)	
<b>1000 Total</b>										<b>0</b>
<b>Total</b>										<b>0</b>
<b>Program Offer Number 95001-18 Total</b>										<b>0</b>

### Exp/Rev/FTE - Budget Modification

Budget Year: 2018

Budget Modification: Lib-02-18

#### 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
707845	6022	Program Coordinator		1510	805000	(1.00)	(66,051)	(25,535)	(19,959)	(111,545)
707845	6088	Program Specialist/Sr		1510	805000	1.00	68,059	26,312	20,092	114,463
708304	9780	Library Manager/Branch		1510	801100	1.00	70,660	28,024	20,264	118,948
708304	9782	Library Manager, Senior		1510	801100	(1.00)	(114,067)	(45,239)	(23,128)	(182,434)
712408	6033	Administrative Analyst		1510	800000	(1.00)	(62,728)	(20,035)	(19,740)	(102,503)
712408	6063	Project Manager		1510	800000	1.00	71,420	22,812	20,314	114,546
715973	6021	Program Specialist		1510	805000	0.75	43,595	13,924	14,577	72,096
715973	6022	Program Coordinator		1510	805000	(0.75)	(44,902)	(14,342)	(14,664)	(73,908)
716458	9361	Program Supervisor		1510	804120	(1.00)	(74,892)	(24,670)	(20,543)	(120,105)
716458	9780	Library Manager/Branch		1510	804120	1.00	70,660	23,276	20,264	114,200
<b>Total Annualized Changes:</b>						<b>0.00</b>	<b>(\$38,246)</b>	<b>(\$15,473)</b>	<b>(\$2,523)</b>	<b>(\$56,242)</b>

#### 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
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Exp/Rev/FTE - Budget Modification

Budget Year: 2018

Budget Modification: Lib-02-18

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						FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
708304	9780	Library Manager/Branch		1510	801100	1.00	70,660	28,024	20,264	118,948
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716458	9780	Library Manager/Branch		1510	804120	1.00	70,660	23,276	20,264	114,200
<b>Total Current FY Changes:</b>						<b>0.00</b>	<b>(\$38,246)</b>	<b>(\$15,473)</b>	<b>(\$2,523)</b>	<b>(\$56,242)</b>