MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST
BUDGET MODIFICATION
(revised 08/02/10)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # __C-2__ DATE _9/15/11_
MARINA BAKER, ASST BOARD CLERK

BUDGET MODIFICATION: LIB-01

Agenda Title:	**BUDGET MODIFICATION # LIB-01 Reclassifying One Filled Position in the Library Collection & Tech Services Division and One Filled Position in Library Department Administration-System Wide Staffing.**

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

Requested Meeting Date:	September 15, 2011		Amount of Time Needed:	Not Applicable
Department:	Library		Division:	Department Administration
Contact(s):	Shelly Kent			
Phone:	503-988-3908	Ext.	I/O Address:	317/ADM/SUPSV
Presenter Name(s) & Title(s):	Consent Agenda			

General Information

1. **What action are you requesting from the Board?**

   Requesting Board approval to reclassify one 1.0 FTE filled Team Developer/Library position in Collection and Technical Services to a 1.0 FTE Library Administrator position and one 1.0 FTE filled Operations Supervisor position in Library Department Administration to a 1.0 FTE Administrative Analyst Sr. position.

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 #1678 has been approved by Shelly Kent, Human Resources Manager for the Department of Libraries and the Class/Comp Unit of Central HR to reclassify existing position 700237 from Team Developer/Library (9789) to Library Administrator (9776).

Rationale for Classification Decision:

This position is in an outdated classification no longer used by the Library and the duties do not align with the Team Developer/Library classification. Since 2005, when this position was reassigned to Technical Services, its working title has been Assistant Collection Services Manager and the incumbent has been responsible for three work units plus collection management for the branch libraries.

Rationale for Classification Decision:

Reclassification request #1695 has been approved by the Class Comp unit of Central HR to reclassify existing position 713713 from Operations Supervisor (9025) to Administrative Analyst Sr. (9005).

The Administrative Analyst Senior classification is the best match currently available for this position based on its present functions, level of responsibility and scope of assignments. Positions in this classification provide management support services in the areas of contracts management, data processing, information management, management analysis, personnel administration, finance, purchasing office support and other related services.

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 #1695 will be offset by decreasing the materials & service budgets in cost center 803710 and 803910 in Library Department Administration. On an ongoing basis overall personnel costs will be increased by about $5,994.

There is a $304 increase in Fund 3500 for insurance reimbursement.

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 <u>Budget Modification,</u> please answer <u>all</u> 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?**

  Department Administration, System Wide Staffing, cost center 803910, personnel expenditure budget increases $5,994, supplies budget decreases $1,500;

  Department Administration, Human Resources, cost center 803710, there is a decrease in the budgets of professional services ($2,994), rentals ($400), postage ($400) and local travel/mileage ($700).

- **What do the changes accomplish?**

  The change in classifications more accurately reflects 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 Team Developer/Library (9789) position (700237) will be reclassified to a 1.0 FTE Library Administrator (9776) position. In System Wide Staffing, a 1.0 FTE Operations Supervisor (9025) position (713713) will be reclassified to a 1.0 FTE Administrative Analyst Sr. (9005) 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.*

Budget Modification ID:

EXPENDITURES & REVENUES

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with SAP.

Line No.	Fund Center	Fund Code	Program #	Func. Area	Internal Order	Cost Center	WBS Element	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
1	80-30	1510	80014	70		803110		60000	804,341	804,341	0	
2	80-40	1510	80014	70		803110		60130	243,627	243,627	0	
3	80-40	1510	80014	70		803110		60140	261,024	261,024	0	0
4											0	
5	80-00	1510	80011	70		803710		60170	17,000	14,006	(2,994)	
6	80-00	1510	80011	70		803710		60210	900	500	(400)	
7	80-00	1510	80011	70		803710		60230	500	100	(400)	
8	80-00	1510	80011	70		803710		60270	2,000	1,300	(700)	(4,494)
9											0	
10	80-00	1510	80011	70		803910		60000	289,726	294,236	4,510	
11	80-00	1510	80011	70		803910		60130	86,207	87,387	1,180	
12	80-00	1510	80011	70		803910		60140	141,606	141,910	304	
13	80-00	1510	80011	70		803910		60240	2,000	500	(1,500)	4,494
14											0	
15	72-10	3500		20		705210		50316		(304)	(304)	
16	72-10	3500		20		705210		60330		304	304	
17											0	
18											0	
19											0	
20											0	
21											0	
22											0	
23											0	
24											0	
25											0	
26											0	
27											0	
28											0	
29											0	
											0	0
											0	0

BM-LIB-01

Budget/Fiscal Year: 2012

Description
Permanent
Salary Expenses
Insurance Benefits
Professional Svcs
Rentals
Postage
Local Travel/Mileage
Permanent
Salary Related Expenses
Insurance Benefits
Supplies
Insurance revenue
Offsetting Expenditure
Total - Page 1
GRAND TOTAL

ANNUALIZED PERSONNEL CHANGE

Change on a <u>full year basis</u> even though this action affects only a part of the fiscal year (FY).

Fund	Job #	HR Org	CC/WBS/IO	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
								ANNUALIZED		
1510	9789	61708	803110	Team Developer/Library	700237	(1.00)	(82,949)	(25,465)	(19,763)	(128,177)
1510	9776	61708	803110	Library Administrator	700237	1.00	82,949	25,465	19,763	128,177
1510	9025	61738	803910	Operations Supervisor	713713	(1.00)	(45,103)	(13,257)	(16,959)	(75,319)
1510	9005	61738	803910	Administrative Analyst Sr.	713713	1.00	49,613	14,437	17,263	81,313
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
				TOTAL ANNUALIZED CHANGES		0.00	4,510	1,180	304	5,994

CURRENT YEAR PERSONNEL DOLLAR CHANGE

Calculate costs/savings that will take place <u>in this FY</u>; these should explain the actual dollar amounts being changed by this Bud Mod.

Fund	Job #	HR Org	CC/WBS/IO	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
								CURRENT YEAR		
1510	9789	61708	803110	Team Developer/Library	700237	(1.000)	(82,949)	(25,465)	(19,763)	(128,177)
1510	9776	61708	803110	Library Administrator	700237	1.000	82,949	25,465	19,763	128,177
1510	9025	61738	803910	Operations Supervisor	713713	(1.00)	(45,103)	(13,257)	(16,959)	(75,319)
1510	9005	61738	803910	Administrative Analyst Sr.	713713	1.00	49,613	14,437	17,263	81,313
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
										0
				TOTAL CURRENT FY CHANGES		0.00	4,510	1,180	304	5,994

FM Side			PS/CO Side				
FM Fund Center	**FM Fund Code**	**Functional Area**	**Internal Order**	**Cost Center**	**WBS Element**	**Cost Element/ Commitment Item**	**Notes**
General Fund Contingency							
19	1000	0020		9500001000		60470	Reduce available General Fund Contingency
xx-xx	xxxxx	0020		xxx	xxx	xxxxx	Increase Expenditure
Indirect							
Central							
xx-xx	xxxxx				xxx	60350	Indirect Expenditure
19	1000	0020		9500001000		50310	Indirect reimbursement revenue in General Fund
19	1000	0020		9500001000		60470	CGF Contingency expenditure
Departmental							
xxx	xxxxx				xxx	60355	Indirect Department Expenditure
xx-xx	1000			xxx	xxx	50370	Indirect Dept reimbursement revenue in General Fund
xx-xx	1000			xxx	xxx	xxx	Off setting Dept expenditure in General Fund
Telecommunications							
xx-xx	xxxxx				xxx	60370	Departmental telecommunication expenditure
10-10	3503	0020		709525		50310	Budgets receipt of reimbursement
10-10	3503	0020		709525		60200	Budgets offsetting expenditure in telecommunications fund
Data Processing							
xx-xx	xxxxx				xxx	60380	Departmental data processing expenditures
10-10	3503	0020		709000		50310	Budgets receipt of Data Processing reimbursement
10-10	3503	0020		709000		60240	Budgets offsetting expenditures
PC Flat Fee *(Flat Fee is no longer in effect for most Departments beginning in FY 2007)*							
xx-xx	xxxxx				xxx	60390	Departmental PC Flat Fee expenditure
10-10	3503	0020		709617		50310	Budgets receipt of PC Flat Fee
10-10	3503	0020		709617		60240	Budgets offsetting expenditure
Electronic Service Reimbursement							
xx-xx	xxxxx					60420	Departmental Electronics expenditure
72-55	3501	0020		904200		50310	Receipt of Electronics service reimbursement
72-55	3501	0020		904200		60240	Budgets offsetting expenditure
Motor Pool: *Use this cost center if you are adding funds for motor pool use.*							
xx-xx	xxxxx				xxx	60410	Departmental Motor Pool expenditure
72-55	3501	0020		904150		50310	Budgets receipt of Motor Pool service reimbursement
72-55	3501	0020		904150		60240	Budgets offsetting expenditure
Fleet: *Use this cost center if you are adding funds for dedicated program cars.*							
xx-xx	xxxxx				xxx	60410	Departmental Fleet expenditure
72-55	3501	0020		904100		50310	Budgets receipt of Fleet service reimbursement
72-55	3501	0020		904100		60240	Budgets offsetting expenditure
Building Management							
xx-xx	xxxxx				xxx	60430	Departmental Building Management expenditure
72-50	3505	0020		902575		50310	Budgets receipt of Building Management service reimbursement
72-50	3505	0020		902575		60170	Budgets offsetting expenditure
Insurance Service Reimbursement							
xx-xx	xxxxx					60140 or 60145	Departmental Insurance expenditure
72-10	3500	0020		705210		50316	Insurance Revenue
72-10	3500	0020		705210		60330	Offsetting expenditure
Lease Payments to Capital Lease Retirement Fund							
xx-xx	xxxxx					60450	Departmental Capital Lease Retirement expenditure Contact your Budget Analyst to complete this.
Mail & Distribution							
xx-xx	xxxxx				xxx	60460	Mail & Distribution expenditure
72-55	3504	0020		904400		50310	Budgets receipt of service reimbursement
72-55	3504	0020		904400		60230	Budgets offsetting expenditure
Records							
xx-xx	xxxxx				xxx	60460	Records expenditure
72-55	3504	0020		904500		50310	Budgets receipt of service reimbursement
72-55	3504	0020		904500		60240	Budgets offsetting expenditure
Stores							
xx-xx	xxxxx				xxx	60460	Stores expenditure
72-55	3504	0020		904600		50310	Budgets receipt of service reimbursement
72-55	3504	0020		904600		60240	Budgets offsetting expenditure

How are functional areas assigned to cost objects?

For the most part, functional area is related to what department has recorded the revenue or expenditure (i.e. the District Attorney is reported in Public Safety and Justice). There are some exceptions to this rule that require certain funds to be assigned to a particular functional area, regardless of what department the revenues or expenditures are recorded in.

Functional Area Assignments ~ Based on Fund		
1501 – Road Fund	Roads and Bridges	80
1502 – Emergency Communications Fund	Community Services	60
1503 – Bike Path Fund	Community Services	60
1504 – Recreation Fund	Community Services	60
1506 – County School Fund	Community Services	60
1509 – Willamette River Bridges Fund	Roads and Bridges	80
1510 – Library Fund	Library	70
1512 – Land Corner Preservation Fund	Roads and Bridges	80
2500 – Justice Bond Project Fund	Public Safety and Justice	50
2501 – Revenue Bond Project Fund	Community Services	60
2502 – SB 1145 Fund	Public Safety and Justice	50
2504 – Building Project Fund	Community Services	60
2505 – Deferred Maintenance Fund	Community Services	60
2506 – Library Construction / 1996 Bonds Fund	Library	70
2507 – Capital Improvement Fund	Community Services	60
2509 – Asset Preservation Fund	Community Services	60
2510 – Library Property Fund	Library	70
3000 – Dunthorpe-Riverdale Service Dist #14 Fund	Dunthorpe-Riverdale Service Dist #14	500
3001 – Mid County Service District #1 Fund	Mid County Service District #1	510
3002 – Behavioral Health Managed Care Fund	Behavioral Health Managed Care	520

If a cost object is not in one of the funds listed above, then the functional area should be assigned based on the department that the cost object is in.

Functional Area Assignments ~ Based on Department (Fund Center)		
Non-Departmental (10, except 10-50)	General Government	20
Non-Departmental – CCFC (10-50)	Social Services	40
District Attorney (15)	Public Safety and Justice	50
Countywide (18 & 19)	General Government	20
Human Services (20, 25, 26, 30 & 31)	Social Services	40
School and Community Partnerships (21)	Social Services	40
Health (40)	Health Services	30
Community Justice (50)	Public Safety and Justice	50
Sheriff's Office (60)	Public Safety and Justice	50
County Management (72)	General Government	20
Community Services (91)	General Government	20
Library (80)	Library	70

If you have any questions or comments, please contact Susan Luce in General Ledger at ext. 22138.