



# MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(Revised: 5/24/13)

## Board Clerk Use Only

Meeting Date: 12/5/13  
Agenda Item #: C.3  
Est. Start Time: 9:30 am  
Date Submitted: 11/19/13

**Agenda Title:** BUDGET MODIFICATION # LIB-03 Reclassifying a 1.0 FTE Driver position in Facilities and Logistics.

*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:** December 5, 2013  
**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:** Dept. Administration

## General Information

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

Requesting approval of Budget Modification LIB-03 to reclassify a 1.0 FTE Driver position in Facilities and Logistics to a 1.0 FTE Inventory/Stores Specialist 1.

### 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 #2359 has been approved by the Class Comp unit of Central HR to reclassify existing position 704400 from Driver (6124) to Inventory/Stores Specialist 1 (6109) in Facilities & Logistics (program offer 80018).

The duties and responsibilities of this position have gradually changed from those of the Driver classification within the last two years. The position currently has primary responsibility for performing routine warehouse operation including receiving, signing, unpacking and storing incoming shipments of library materials and supplies; pulling library materials and supplies and staging on the dock or loading into trucks for delivery; transporting items within the Library Administration complex; maintaining the warehouse in a clean and orderly manner; packing and preparing packages for delivery; and picking up and delivering mail. The position is also responsible for loading, driving and unloading

cargo trucks and library pool vehicles; performing safety checks of vehicles; assisting staff in maintaining access to and accountability of items in Library storage; collecting deposits from Library locations and delivering them to banks; and serving as back up receiver and processor for incoming Multco Marketplace orders.

The Driver classification is responsible for driving trucks or other vehicles over established routes or within an established territory to pick up and deliver items.

The Inventory/Stores Specialist 1 classification is responsible for performing a variety of duties in support of departmental or divisional warehouse operations, including coordinating and participating in the receipt, storage and distribution of materials, equipment and supplies.

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

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

Reclassification Request #2359 increases the permanent personnel budget of Facilities and Logistics (803420) \$43 in the current fiscal year, which will be offset by a reduction of \$43 in the supply budget of the same cost center.

On an ongoing basis the personnel budget in Facilities & Logistics will increase \$43.

**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

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## Budget Modification

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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 Facilities and Logistics, the personnel budget is increased \$43 and the supply budget is decreased \$43.
- **What do the changes accomplish?**  
The change in classification more accurately reflects the level and scope of job duties.
- **Do any personnel actions result from this budget modification? Explain.**  
In Facilities and Logistics a 1.0 FTE Driver position will be reclassified to a 1.0 FTE Inventory/Stores Specialist 1.
- **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.*

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## Required Signatures

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**Elected Official  
or Dept Director:** Vailey Oehlke /s/ **Date:** 11/14/2013

**Budget Analyst:** Althea Gregory /s/ **Date:** 11/14/2013

**Department HR:** Shelly Kent /s/ **Date:** 11/18/2013

**Countywide HR:** Karie Miller /s/ **Date:** 11/14/2013

*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."*