



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

**Board Clerk Use Only**

**Meeting Date:** \_\_\_\_\_

**Agenda Item #:** \_\_\_\_\_

**Est. Start Time:** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_

**Agenda Title:** BUDGET MODIFICATION # Lib-02-19: Reclassify 3 positions (Library Clerk, Program Coordinator, and Finance Technician)

**Requested Meeting Date:** \_\_\_\_\_ **Time Needed:** N/A

**Department:** 80 - Library **Division:** Public Services

**Contact(s):** Daniel Flanigan

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

**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-02-19 to reclassify three 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 #4128 has been approved by the Class Comp unit of Central HR to reclassify vacant existing position 701616 from a .75 FTE Library Clerk to a .75 FTE Access Services Assistant in the Hollywood Library work unit of the Inner/South County Libraries Group (PO #80003) of the Library's Public Services Division. The Library business model has changed due to the implementation of the Access Services Assistant and the Hollywood Library is consolidating the work of materials movement and the circulation desk. This position will provide library services to patrons and staff, ranging from materials movement and performing routine library support duties to assisting with circulation/account management.

Classification request #4143 has been approved by the Class Comp unit of Central HR to reclassify vacant existing position 714958 from a 1.0 FTE Program Coordinator to a 1.0 FTE Program Specialist Senior and transfer into a new work unit, from School Age Services to Public Services Division Management. The Library has a need for a high level position to coordinate and lead the work of the Black Cultural Library Advocates (BCLA) team, build connections with the

black community, identify the needs of the community, and research and synthesize information to build programs based on the community needs. The position will be assigned responsibility for self initiated program work, will lead the work of the BCLA team, and will serve as the Library's primary driver of outreach and programs to the black community in Multnomah County.

Classification request #4146 has been approved by the Class Comp unit of Central HR to reclassify vacant existing position 718263 from a 1.0 FTE Finance Technician to a 1.0 FTE Procurement Associate to support contract and procurement workloads in the Business Services work unit of the Library's Operations Division. This position will support the front end of purchasing activities, purchase orders and release order preparation, and p-card coordination and reconciliation. The position will be responsible for responding to action request forms; providing information and technical assistance to staff on procurement processes and considerations; preparing routine contract and blanket purchase orders; providing backup support for purchasing and price quotes; and tracking purchase orders to ensure delivery prior to payment processing.

**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 Division:  
Cost center 805300, Hollywood Library:  
Permanent personnel is decreased \$4,400;  
Temporary personnel is increased \$4,400.

Cost center 805000, Public Services Division Management:  
No budgetary changes due to the reclassification.

Operations Division:  
Cost center 803410, Business Services:  
Permanent personnel is increased \$1,735;  
Supplies are decreased \$1,735.

**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 the Hollywood Library a .75 FTE Library Clerk will be reclassified to a .75 FTE Access Services Assistant.

In Public Services Division Management a 1.0 FTE Program Coordinator will be reclassified to a 1.0 FTE Program Specialist Senior.

In Business Services a 1.0 FTE Finance Technician will be reclassified to a 1.0 FTE Procurement Associate.

**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:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Budget Analyst:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Department HR:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Countywide HR:** \_\_\_\_\_

**Date:** \_\_\_\_\_