



# MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(revised 08/02/10)

## Board Clerk Use Only

Meeting Date: 2/10/2011

Agenda Item #: C-2

Est. Start Time: 9:30 a.m.

## BUDGET MODIFICATION: LIB-04

**Agenda Title:** BUDGET MODIFICATION # LIB-04 Reclassifying One Vacant Position in the Library Neighborhood Libraries Division

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

<b>Requested Meeting Date:</b>	February 10, 2011	<b>Amount of Time Needed:</b>	Not Applicable
<b>Department:</b>	Library	<b>Division:</b>	Neighborhood Libraries
<b>Contact(s):</b>	Shelly Kent		
<b>Phone:</b>	503-988-3908	<b>Ext.:</b>	
<b>I/O Address:</b>	317/ADM/SUPSV		
<b>Presenter Name(s) &amp; Title(s):</b>	Consent Agenda		

## General Information

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

Requesting Board approval to reclassify one .75 FTE vacant Library Page position to a .50 FTE Library Clerk 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 #1644 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 707703 from Library Page (7203) to Library Clerk (7202).

Reason for Classification Decision:

This position located at Capitol Hill will provide assistance to internal and external customers by checking in an out library materials, issuing library cards, creating and updating patron records, taking fines and payments for lost materials, negotiating fine and fee payment plans or waiving charges, providing information on policies and procedures; balancing and reconciling cash amounts and maintaining and processing cash records. Library Page positions are not responsible for the above customer service, circulation and cash handling duties. The overall scope and responsibilities

**Budget Modification APR  
Submit to Board Clerk**

outlined in this position are consistent with the duties performed by other Library Clerks and best fit the criteria of the Library Clerk (7202) classification.

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

For the current year there is a net savings of \$3,738 in the Library Fund, which will be budgeted in Temporary Personnel in Neighborhood Libraries Management (805110), and a \$1,135 decrease in Fund 3500 for insurance reimbursement.

On an ongoing basis there is a savings of \$8,900 in the Library Fund.

**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.

## ATTACHMENT A

### Budget Modification

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).**  
There is no change in revenue in the Library Fund.
- **What budgets are increased/decreased?**  
There is a decrease of \$3,738 in the personnel expenditures budget in Capitol Hill Library, cost center 805230, offset by an increase of \$3,738 in the personnel expenditures budget of Neighborhood Libraries Management, cost center 805110.
- **What do the changes accomplish?**  
The change in classification more accurately reflects the level and scope of the job duties.
- **Do any personnel actions result from this budget modification? Explain.**  
In Capitol Hill Library a .75 FTE Library Page position will be reclassified to a .50 FTE Library Clerk 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.*

## ATTACHMENT B

BUDGET MODIFICATION: LIB-04

### Required Signatures

Elected  
Official or  
Department/  
Agency  
Director:



Date:

2/1/2011

Vailey Oehlke

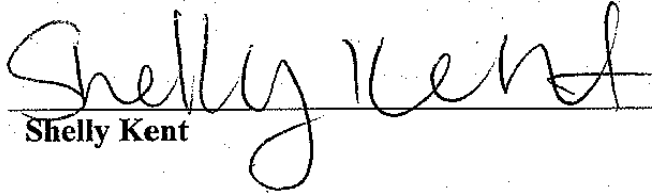
Budget  
Analyst:



Date: 2/1/2011

Ching Hay

Department  
HR:

  
Shelly Kent

Date: 2/1/2011

Countywide  
HR:



Date: 2/1/2011

Candace Busby

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