



**Multnomah County  
Agenda Placement Request  
Budget Modification**

(Revised 9/23/13)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS

AGENDA # C-1 DATE 11/10/16  
MARINA BAKER, ASST BOARD CLERK

**Board Clerk Use Only**

Meeting Date: 11/10/16  
Agenda Item #: C.1  
Est. Start Time: 9:30 am  
Date Submitted: 11/2/16

**Agenda Title: BUDGET MODIFICATION # Lib-05-17: Reclassifying 7 positions**

Requested Meeting Date: November 11, 2016 Time Needed: N/A  
Department: 80 - Library Division: Youth Services and  
Neighborhood Libraries

Contact(s): Daniel Flanigan

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

Presenter Name(s) & Title(s): NA - Consent Agenda

**General Information**

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

Requesting approval of Budget Modification LIB-05-17 to reclassify 7 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 #3531 has been approved by the Class Comp unit of Central HR to reclassify filled existing position 701844 from a 1.0 FTE Library Assistant to a 1.0 FTE Program Coordinator in the Every Child Initiative unit (PO# 80004) of the Library's Youth Services Division. This reclassification results from a gradual assumption of higher level duties and responsibilities over the last eighteen months. This position has been tasked with the following additional duties/responsibilities: planning and scheduling project timelines for various Every Child programs; planning and organizing workflow to meet project deadlines; scheduling and training on-call staff and volunteers; and monitoring a program budget. The position's primary purpose is to plan and implement a new program of Every Child: Every Child a Reader in Kindergarten, and provide technical supervision of daily program operations.

Classification request #3567 has been approved by the Class Comp unit of Central HR to reclassify filled existing position 707845 from a 1.0 FTE Library Outreach Specialist to a 1.0 FTE Program Coordinator in the Neighborhood Libraries Management unit (PO# 80016) of the Library's

Neighborhood Libraries Division. This reclass results from the gradual assumption of duties and responsibilities of the Program Coordinator classification. This position develops, implements and evaluates year round Library programs for the Spanish speaking community focused on coordinating Latino Outreach system wide with We Speak Your Language Library locations and outside agencies. This position is responsible for grant management and evaluation, including the development of grant proposals to support the training and other programs offered.

Classification request #3568 has been approved by the Class Comp unit of Central HR to reclassify filled existing position 715973 from a .75 FTE Library Outreach Specialist to a .75 FTE Program Coordinator in the Neighborhood Libraries Management unit (PO# 80016) of the Library's Neighborhood Libraries Division. This reclass results from the gradual assumption of duties and responsibilities of the Program Coordinator classification. This position develops, implements, and evaluates year-round Library programs for the Spanish speaking community focused on coordinating Latino Outreach and developing and facilitating trainings. This position is responsible for planning and coordinating the Listos para el kinder program, which is an early literacy program in Spanish that enhances development among three and five year old Spanish speaking children to prepare them for kindergarten.

Classification request #3443 has been approved by the Class Comp unit of Central HR to reclassify vacant existing position 715928 from a .50 FTE Library Clerk to a .50 FTE Access Services Assistant in the Fairview Library unit (PO#80002) of the Library's Neighborhood Libraries Division. The Library business model has changed due to the implementation of the Access Services Assistant and the Fairview 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 #3560 has been approved by the Class Comp unit of Central HR to reclassify vacant existing position 714311 from a .75 FTE Library Clerk to a .75 FTE Access Services Assistant in the Kenton Library unit (PO# 80002) of the Library's Neighborhood Library Division. The Library business model has changed due to the implementation of the Access Services Assistant and the Kenton 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 #3539 has been approved by the Class Comp unit of Central HR to reclassify vacant existing position 708941 from a 1.0 FTE Library Clerk to a 1.0 FTE Access Services Assistant in the Northwest Library unit of the Library's Neighborhood Library Division. The Library business model has changed due to the implementation of the Access Services Assistant and the Northwest 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 #3566 has been approved by the Class Comp unit of Central HR to reclassify vacant existing position 706785 from 1.0 FTE Library Clerk to a 1.0 FTE Access Services Assistant in the Midland Regional Library unit of the Library's Neighborhood Library Division. The Library business model has changed due to the implementation of the Access Services Assistant and the Midland Regional 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.

**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?**

Youth Services:

Permanent personnel in cost center 804170 (Every Child Initiative) increased \$4,448 and supplies decreased \$4,448.

Neighborhood Libraries:

Permanent personnel in cost center 805250 (Fairview Library) decreased \$8,127

Permanent personnel in cost center 805311 (Kenton Library) decreased \$4,849

Permanent personnel in cost center 805330 (Northwest Library) decreased \$4,053

Permanent personnel in cost center 805310 (Midland Regional Library) decreased \$6,942

Temporary personnel in cost center 805350 (Rockwood Library) increased \$23,971

**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 Every Child Initiative a 1.0 FTE Library Assistant will be reclassified to a 1.0 FTE Program Coordinator.

In Neighborhood Libraries Management a 1.0 FTE Library Outreach Specialist will be reclassified to a 1.0 FTE Program Coordinator and a .75 FTE Library Outreach Specialist will be reclassified to a .75 FTE Program Coordinator.

In Fairview Library a .50 FTE Library Clerk will be reclassified to a .50 FTE Access Services Assistant.

In Kenton Library a .75 FTE Library Clerk will be reclassified to a .75 FTE Access Services Assistant.

In Northwest Library a 1.0 FTE Library Clerk will be reclassified to a 1.0 FTE Access Services Assistant.

In Midland Library a 1.0 FTE Library Clerk will be reclassified to a 1.0 FTE Access Services Assistant.

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:** Becky Cobb /s/

**Date:** November 1, 2016

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

**Date:** November 2, 2016

**Department HR:** Shelly Kent /s/

**Date:** November 2, 2016

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

**Date:** November 2, 2016

### Exp/Rev/FTE - Budget Modification

Budget Year: 2017

Budget Modification: Lib-05-17

#### 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	80001-17	1510			805310	60000 - Permanent	1,179,741	1,174,690	(5,051)	
2	80001-17	1510			805310	60130 - Salary Related Expns	397,441	395,890	(1,551)	
3	80001-17	1510			805310	60140 - Insurance Benefits	480,845	480,505	(340)	
<b>1510 Total</b>										<b>(6,942)</b>
<b>Total</b>										<b>(6,942)</b>
<b>Program Offer Number 80001-17 Total</b>										<b>(6,942)</b>
4	80002-17	1510			805250	60000 - Permanent	404,012	398,952	(5,060)	
5	80002-17	1510			805250	60130 - Salary Related Expns	131,462	128,737	(2,725)	
6	80002-17	1510			805250	60140 - Insurance Benefits	159,591	159,249	(342)	
7	80002-17	1510			805311	60000 - Permanent	490,833	487,306	(3,527)	
8	80002-17	1510			805311	60130 - Salary Related Expns	166,520	165,436	(1,084)	
9	80002-17	1510			805311	60140 - Insurance Benefits	199,312	199,074	(238)	
10	80002-17	1510			805330	60000 - Permanent	455,531	452,583	(2,948)	
11	80002-17	1510			805330	60130 - Salary Related Expns	154,836	153,930	(906)	
12	80002-17	1510			805330	60140 - Insurance Benefits	183,509	183,310	(199)	
<b>1510 Total</b>										<b>(17,029)</b>
<b>Total</b>										<b>(17,029)</b>
<b>Program Offer Number 80002-17 Total</b>										<b>(17,029)</b>
13	80004-17	1510			804170	60000 - Permanent	449,343	452,451	3,108	
14	80004-17	1510			804170	60130 - Salary Related Expns	160,297	161,427	1,130	
15	80004-17	1510			804170	60140 - Insurance Benefits	144,461	144,671	210	

Exp/Rev/FTE - Budget Modification

Budget Year: 2017

Budget Modification: Lib-05-17

Line No.	Program Offer Number	Fund Code	Fund Center	Func. Area	Cost Object	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
16	80004-17	1510			804170	60240 - Supplies	195,471	191,023	(4,448)	
<b>1510 Total</b>										<b>0</b>
<b>Total</b>										<b>0</b>
<b>Program Offer Number 80004-17 Total</b>										<b>0</b>
17	80016-17	1510			805110	60000 - Permanent	363,541	363,541	0	
18	80016-17	1510			805110	60130 - Salary Related Expns	119,509	119,509	0	
19	80016-17	1510			805110	60140 - Insurance Benefits	96,207	96,207	0	
20	80016-17	1510			805350	60100 - Temporary	38,000	61,971	23,971	
<b>1510 Total</b>										<b>23,971</b>
<b>Total</b>										<b>23,971</b>
<b>Program Offer Number 80016-17 Total</b>										<b>23,971</b>

### Exp/Rev/FTE - Budget Modification

Budget Year: 2017

Budget Modification: Lib-05-17

#### Annualized Personnel Changes

Change is shown on a full year basis even though this action affects only a part of the fiscal year (FY).

Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	Annualized				
						FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
701844	6022	Program Coordinator		1510	804170	1.00	54,120	16,620	18,654	89,394
701844	7211	Library Assistant		1510	804170	(1.00)	(51,012)	(18,548)	(18,444)	(88,004)
706785	7202	Library Clerk		1510	805310	(1.00)	(36,774)	(11,293)	(17,483)	(65,550)
706785	7212	Access Services Assistant		1510	805310	1.00	31,320	9,618	17,116	58,054
707845	6022	Program Coordinator		1510	805110	1.00	62,702	22,799	19,233	104,734
707845	7223	Library Outreach Specialist		1510	805110	(1.00)	(62,702)	(22,799)	(19,233)	(104,734)
708941	7202	Library Clerk		1510	805330	(1.00)	(34,470)	(10,586)	(17,328)	(62,384)
708941	7212	Access Services Assistant		1510	805330	1.00	31,320	9,619	17,115	58,054
714311	7202	Library Clerk		1510	805311	(0.75)	(27,320)	(8,390)	(13,100)	(48,810)
714311	7212	Access Services Assistant		1510	805311	0.75	23,490	7,213	12,841	43,544
715928	7202	Library Clerk		1510	805250	(0.50)	(20,720)	(7,534)	(9,955)	(38,209)
715928	7212	Access Services Assistant		1510	805250	0.50	15,660	4,809	9,613	30,082
715973	6022	Program Coordinator		1510	805110	0.75	43,053	13,221	14,162	70,436
715973	7223	Library Outreach Specialist		1510	805110	(0.75)	(43,053)	(13,221)	(14,162)	(70,436)
<b>Total Annualized Changes:</b>						<b>0.00</b>	<b>(\$14,386)</b>	<b>(\$8,472)</b>	<b>(\$971)</b>	<b>(\$23,829)</b>

### Exp/Rev/FTE - Budget Modification

Budget Year: 2017

Budget Modification: Lib-05-17

Current Year Personnel Changes

Cost/savings that will take place in this FY; these explain the actual dollar amounts being changed by this BudMod.

Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	Current Year				
						FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
701844	6022	Program Coordinator		1510	804170	1.00	54,120	16,620	18,654	89,394
701844	7211	Library Assistant		1510	804170	(1.00)	(51,012)	(18,548)	(18,444)	(88,004)
706785	7202	Library Clerk		1510	805310	(0.83)	(31,151)	(9,566)	(14,603)	(55,320)
706785	7212	Access Services Assistant		1510	805310	0.83	26,100	8,015	14,263	48,378
707845	6022	Program Coordinator		1510	805110	1.00	62,702	22,799	19,233	104,734
707845	7223	Library Outreach Specialist		1510	805110	(1.00)	(62,702)	(22,799)	(19,233)	(104,734)
708941	7202	Library Clerk		1510	805330	(0.92)	(31,658)	(9,723)	(15,888)	(57,269)
708941	7212	Access Services Assistant		1510	805330	0.92	28,710	8,817	15,689	53,216
714311	7202	Library Clerk		1510	805311	(0.63)	(23,102)	(7,095)	(10,939)	(41,136)
714311	7212	Access Services Assistant		1510	805311	0.63	19,575	6,011	10,701	36,287
715928	7202	Library Clerk		1510	805250	(0.50)	(20,720)	(7,534)	(9,955)	(38,209)
715928	7212	Access Services Assistant		1510	805250	0.50	15,660	4,809	9,613	30,082
715973	6022	Program Coordinator		1510	805110	0.75	43,053	13,221	14,162	70,436
715973	7223	Library Outreach Specialist		1510	805110	(0.75)	(43,053)	(13,221)	(14,162)	(70,436)
<b>Total Current FY Changes:</b>						<b>0.00</b>	<b>(\$13,478)</b>	<b>(\$8,194)</b>	<b>(\$909)</b>	<b>(\$22,581)</b>