



# Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

## Board Clerk Use Only

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

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

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

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

**Agenda Title:** BUDGET MODIFICATION # LIB-02-16: Reclassifying two positions in Multnomah County Library

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

**Department:** 80 - Library **Division:** \_\_\_\_\_

**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-02-16 to reclassify two positions 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 #3168 has been approved by the Class Comp unit of Central HR to reclassify vacant existing position 717422 from a 1.0 FTE Development Analyst to a 1.0 Development Analyst Sr. in the IT Services unit (PO #80017) of the Library's System Access & Information Services Division. The Development Analyst Sr. will allow the Library to maximize the capacity of current services as well as add new services requested by patrons. This position will report directly to a newly created classification, Library Director of Digital Strategies.

Classification request #3175 has been approved by the Class Comp unit of central HR to reclassify filled existing position 705337 from a 1.0 FTE Office Assistant Sr. to a 1.0 Administration Specialist in the Neighborhood Libraries Management unit (PO #80016) of the Neighborhood Libraries Division. This management requested reclassification is a result of a gradual assumption of duties and responsibilities that have occurred over the last six months. This position continues to support the Neighborhood Libraries Director and Assistant Director, but also provides support to two Outreach Specialists and the entire Branch Leader team, which consists of twenty-three managers

in eighteen locations.

**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?**

System Access & Information Services:  
Permanent personnel in cost center 803210 increased \$5,259.  
Supplies in cost center 803210 decreased \$5,259.

**8. What do the changes accomplish?**

The changes in classification more accurately reflects the level and scope of job duties.

**9. Do any personnel actions result from this budget modification?**

In IT Services a 1.0 FTE Development Analyst will be reclassified to a 1.0 FTE Development Analyst Sr.

In Neighborhood Libraries Management a 1.0 FTE Office Assistant Sr. will be reclassified to a 1.0 FTE Administrative Specialist.

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