



**MULTNOMAH COUNTY  
AGENDA PLACEMENT REQUEST  
BUDGET MODIFICATION**

(revised 08/02/10)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # C.2 DATE 2/16/12  
LYNDA GROW, BOARD CLERK

Board Clerk Use Only	
Meeting Date:	<u>2/16/12</u>
Agenda Item #:	<u>C.2</u>
Est. Start Time:	<u>9:30 am</u>
Date Submitted:	<u>2/2/12</u>

**BUDGET MODIFICATION: LIB-04**

**Agenda Title: BUDGET MODIFICATION # LIB-04 Reclassifying Six Filled Positions in the Central Library.**

*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>	<u>February 16, 2012</u>	<b>Amount of Time Needed:</b>	<u>Not Applicable.</u>
<b>Department:</b>	<u>Library</u>	<b>Division:</b>	<u>Central Library</u>
<b>Contact(s):</b>	<u>Shelly Kent</u>		
<b>Phone:</b>	<u>503-988-3908</u>	<b>Ext.</b>	<u></u>
		<b>I/O Address:</b>	<u></u>
<b>Presenter Name(s) &amp; Title(s):</b>	<u>Consent Agenda</u>		

**General Information**

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

Requesting Board approval to reclassify six 1.0 FTE filled Operations Supervisor positions in the Central Library to six 1.0 FTE Library Supervisor positions.

**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.**

Reclassification Request # 1848 has been approved by the Class/Comp Unit of Central HR to reclassify six existing positions from Operations Supervisor (9025) to Library Supervisor (9784).

Rationale for Classification Decision:

These positions provide oversight to paraprofessional and general administrative staff at the Library in order to serve patrons in all areas of access, reference and general customer service. Employees in the positions are responsible for daily operations and supervision of their assigned teams; must be able to work all public service desks as needed; have

**Budget Modification APR  
Submit to Board Clerk**

bachelor's degrees or the equivalent in appropriate disciplines; and have undergone extensive reference training, a function typically assigned to professional librarians. The key difference between an Operations Supervisor and a Library Supervisor is the former oversees general clerical staff, and as a classification, is not required to perform functions that are normally assigned to librarians, nor is Operation Supervisor required to have a specific (librarian) skill set or a formal knowledge base in a particular field or discipline.

In 2011 Library Supervisor was one of the management classifications that changed its minimum qualifications to emphasize broader supervisory and customer service skills, and a more thorough knowledge of library operations. The former requirement of a Masters in Library Science became preferred vs. the standard for entry into Library management classifications. Subsequently, after extensive training in access and reference functions, the change in class specifications/qualifications, and the greater focus on customer service, several Operations Supervisor positions became qualified to be reclassified to Library Supervisor.

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

There is no net fiscal impact in the Library Fund for the current fiscal year. Additional personnel costs resulting from Reclassification Request #1848 will be offset by decreasing the temporary personnel budget in cost center 802120. On an ongoing basis overall personnel costs will be increased by about \$3,516.

There is a \$144 increase in Fund 3500 for insurance reimbursement.

**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.

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## ATTACHMENT A

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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).**

There is no change in revenue in the Library Fund.

- **What budgets are increased/decreased?**

Central Library, Circulation Services, cost center 802110, personnel expenditure budget increases \$1,318, central indirect increases \$33.

Central Library, Stack Services, cost center 802120, permanent personnel expenditure budget increases \$1318, temporary personnel budget decreases \$2,636 and central indirect decreases \$33.

- **What do the changes accomplish?**

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

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- **Do any personnel actions result from this budget modification? Explain.**  
 In Central Library Circulation Services three 1.0 FTE Operations Supervisor (9025) positions (709610, 701791, 701763) will be reclassified to Library Supervisor (9784).  
 In Central Library Stack Services three 1.0 FTE Operations Supervisor positions (714912, 700518, 700421) will be reclassified to Library Supervisor (9784).
- **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.*

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**ATTACHMENT B**

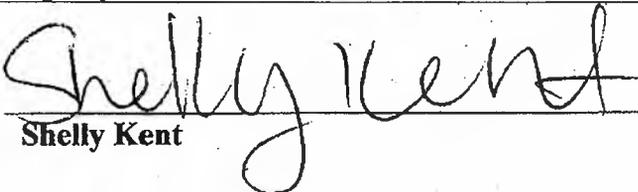
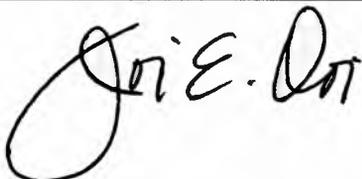
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**BUDGET MODIFICATION: LIB -04**

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**Required Signatures**

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<b>Elected Official or Department/ Agency Director:</b>	 _____ <b>Vailey Oehlke</b>	<b>Date:</b> <u>2/2/12</u>
<b>Budget Analyst:</b>	 _____ <b>Ching Hay</b>	<b>Date:</b> <u>2/2/12</u>
<b>Department HR:</b>	 _____ <b>Shelly Kent</b>	<b>Date:</b> <u>2/2/12</u>
<b>Countywide HR:</b>	 _____ <b>Joi Doi</b>	<b>Date:</b> <u>2/2/12</u>

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### EXPENDITURES & REVENUES

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with SAP.

Budget/Fiscal Year: 2012

Line No.	Fund Center	Fund Code	Program #	Func. Area	Internal Order	Accounting Unit		Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
						Cost Center	WBS Element						
1	80-00	1510	80000	70		802110		60000	938,956	939,921	965		Permanent
2	80-00	1510	80000	70		802110		60130	287,025	287,306	281		Salary Related Expenses
3	80-00	1510	80000	70		802110		60140	393,429	393,501	72		Insurance Benefits
4	80-00	1510	80000	70		802110		60350	41,479	41,512	33	1,351	Central Indirect
5													
6	80-00	1510	80000	70		802120		60000	1,512,900	1,513,865	965		Permanent
7	80-00	1510	80000	70		802120		60130	454,737	455,018	281		Salary Related Expenses
8	80-00	1510	80000	70		802120		60140	781,356	781,428	72		Insurance Benefits
9	80-00	1510	80000	70		802120		60100	10,000	7,364	(2,636)		Temporary
10	80-00	1510	80000	70		802120		60350	74,324	74,291	(33)	(1,351)	
11	72-10	3500		20		705210		50316			(144)		Insurance revenue
12	72-10	3500		20		705210		60330			144		Offsetting Expenditure
13										0			
14										0	0		
15										0			
16													
17													
18										0		0	
19										0			
20										0			
21										0			
22										0			
23										0			
24										0			
26										0			
27										0			
28										0			
29										0		0	
											0	0	Total - Page 1
											0	0	GRAND TOTAL

**ANNUALIZED PERSONNEL CHANGE**

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

							ANNUALIZED			
Fund	Job #	HR Org	CC/WBS/IO	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
1510	9025	61691	802110	Operations Supervisor	709610	(1.00)	(43,790)	(12,743)	(16,826)	(73,359)
1510	9784	61691	802110	Library Supervisor	709610	1.00	45,077	13,117	16,922	75,116
1510	9025	65217	802110	Operations Supervisor	701791	(1.00)	(58,782)	(18,046)	(17,951)	(94,779)
1510	9784	65217	802110	Library Supervisor	701791	1.00	58,782	18,046	17,951	94,779
1510	9025	65218	802110	Operations Supervisor	701763	(1.00)	(53,016)	(16,439)	(17,518)	(86,973)
1510	9784	65218	802110	Library Supervisor	701763	1.00	53,016	16,439	17,518	86,973
1510	9025	65224	802120	Operations Supervisor	714912	(1.00)	(43,790)	(12,743)	(16,826)	(73,359)
1510	9784	65224	802120	Library Supervisor	714912	1.00	45,077	13,117	16,922	75,116
1510	9025	65226	802120	Operations Supervisor	700518	(1.00)	(59,008)	(18,116)	(17,968)	(95,092)
1510	9784	65226	802120	Library Supervisor	700518	1.00	59,008	18,116	17,968	95,092
1510	9025	65225	802120	Operations Supervisor	700421	(1.00)	(52,241)	(16,038)	(17,460)	(85,739)
1510	9784	65225	802120	Library Supervisor	700421	1.00	52,241	16,038	17,460	85,739
										0
										0
										0
<b>TOTAL ANNUALIZED CHANGES</b>						<b>0.00</b>	<b>2,574</b>	<b>748</b>	<b>192</b>	<b>3,514</b>

**CURRENT YEAR PERSONNEL DOLLAR CHANGE**

Calculate costs/savings that will take place in this FY; these should explain the actual dollar amounts being changed by this Bud Mod.

							CURRENT YEAR			
Fund	Job #	HR Org	CC/WBS/IO	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR	TOTAL
1510	9025	61691	802110	Operations Supervisor	709610	(0.75)	(32,843)	(9,557)	(12,620)	(55,019)
1510	9784	61691	802110	Library Supervisor	709610	0.75	33,808	9,838	12,692	56,337
1510	9025	65217	802110	Operations Supervisor	701791	(0.75)	(44,087)	(13,535)	(13,463)	(71,084)
1510	9784	65217	802110	Library Supervisor	701791	0.75	44,087	13,535	13,463	71,084
1510	9025	65218	802110	Operations Supervisor	701763	(0.75)	(39,762)	(12,329)	(13,139)	(65,230)
1510	9784	65218	802110	Library Supervisor	701763	0.75	39,762	12,329	13,139	65,230
1510	9025	65224	802120	Operations Supervisor	714912	(0.75)	(32,843)	(9,557)	(12,620)	(55,019)
1510	9784	65224	802120	Library Supervisor	714912	0.75	33,808	9,838	12,692	56,337
1510	9025	65226	802120	Operations Supervisor	700518	(0.75)	(44,256)	(13,587)	(13,476)	(71,319)
1510	9784	65226	802120	Library Supervisor	700518	0.75	44,256	13,587	13,476	71,319
1510	9025	65225	802120	Operations Supervisor	700421	(0.75)	(39,181)	(12,029)	(13,095)	(64,304)
1510	9784	65225	802120	Library Supervisor	700421	0.75	39,181	12,029	13,095	64,304
										0
										0
										0
<b>TOTAL CURRENT FY CHANGES</b>						<b>0.00</b>	<b>1,931</b>	<b>561</b>	<b>144</b>	<b>2,636</b>

FM Side			PS/CO Side			Cost Element/ Commitment Item	Notes
FM Fund Center	FM Fund Code	Functional Area	Internal Order	Cost Center	WBS Element		
<b>General Fund Contingency</b>				9500001000		60470	Reduce available General Fund Contingency
19	1000	0020				xxxxx	Increase Expenditure
xx-xx	xxxxx	0020		xxx	xxx		
<b>Indirect</b>							
<b>Central</b>							
xx-xx	xxxxx				xxx	60350	Indirect Expenditure
19	1000	0020		9500001000		50310	Indirect reimbursement revenue in General Fund
19	1000	0020		9500001000		60470	CGF Contingency expenditure
<b>Departmental</b>							
xxx	xxxxx				xxx	60355	Indirect Department Expenditure
xx-xx	1000			xxx	xxx	50370	Indirect Dept reimbursement revenue in General Fund
xx-xx	1000			xxx	xxx	xxx	Off setting Dept expenditure in General Fund
<b>Telecommunications</b>							
xx-xx	xxxxx				xxx	60370	Departmental telecommunication expenditure
10-10	3503	0020		709525		50310	Budgets receipt of reimbursement
10-10	3503	0020		709525		60200	Budgets offsetting expenditure in telecommunications fund
<b>Data Processing</b>							
xx-xx	xxxxx				xxx	60380	Departmental data processing expenditures
10-10	3503	0020		709000		50310	Budgets receipt of Data Processing reimbursement
10-10	3503	0020		709000		60240	Budgets offsetting expenditures
<b>PC Flat Fee</b> <i>(Flat Fee is no longer in effect for most Departments beginning in FY 2007)</i>							
xx-xx	xxxxx				xxx	60390	Departmental PC Flat Fee expenditure
10-10	3503	0020		709617		50310	Budgets receipt of PC Flat Fee
10-10	3503	0020		709617		60240	Budgets offsetting expenditure
<b>Electronic Service Reimbursement</b>							
xx-xx	xxxxx					60420	Departmental Electronics expenditure
72-55	3501	0020		904200		50310	Receipt of Electronics service reimbursement
72-55	3501	0020		904200		60240	Budgets offsetting expenditure
<b>Motor Pool:</b> <i>Use this cost center if you are adding funds for motor pool use.</i>							
xx-xx	xxxxx				xxx	60410	Departmental Motor Pool expenditure
72-55	3501	0020		904150		50310	Budgets receipt of Motor Pool service reimbursement
72-55	3501	0020		904150		60240	Budgets offsetting expenditure
<b>Fleet:</b> <i>Use this cost center if you are adding funds for dedicated program cars.</i>							
xx-xx	xxxxx				xxx	60410	Departmental Fleet expenditure
72-55	3501	0020		904100		50310	Budgets receipt of Fleet service reimbursement
72-55	3501	0020		904100		60240	Budgets offsetting expenditure
<b>Building Management</b>							
xx-xx	xxxxx				xxx	60430	Departmental Building Management expenditure
72-50	3505	0020		902575		50310	Budgets receipt of Building Management service reimbursement
72-50	3505	0020		902575		60170	Budgets offsetting expenditure
<b>Insurance Service Reimbursement</b>							
xx-xx	xxxxx					60140 or 60145	Departmental Insurance expenditure
72-10	3500	0020		705210		50316	Insurance Revenue
72-10	3500	0020		705210		60330	Offsetting expenditure
<b>Lease Payments to Capital Lease Retirement Fund</b>							
xx-xx	xxxxx					60450	Departmental Capital Lease Retirement expenditure Contact your Budget Analyst to complete this.
<b>Mail &amp; Distribution</b>							
xx-xx	xxxxx				xxx	60460	Mail & Distribution expenditure
72-55	3504	0020		904400		50310	Budgets receipt of service reimbursement
72-55	3504	0020		904400		60230	Budgets offsetting expenditure
<b>Records</b>							
xx-xx	xxxxx				xxx	60460	Records expenditure
72-55	3504	0020		904500		50310	Budgets receipt of service reimbursement
72-55	3504	0020		904500		60240	Budgets offsetting expenditure
<b>Stores</b>							
xx-xx	xxxxx				xxx	60460	Stores expenditure
72-55	3504	0020		904600		50310	Budgets receipt of service reimbursement
72-55	3504	0020		904600		60240	Budgets offsetting expenditure

**How are functional areas assigned to cost objects?**

For the most part, functional area is related to what department has recorded the revenue or expenditure (i.e. the District Attorney is reported in Public Safety and Justice). There are some exceptions to this rule that require certain funds to be assigned to a particular functional area, regardless of what department the revenues or expenditures are recorded in.

Functional Area Assignments ~ Based on Fund		
1501 – Road Fund	Roads and Bridges	80
1502 – Emergency Communications Fund	Community Services	60
1503 – Bike Path Fund	Community Services	60
1504 – Recreation Fund	Community Services	60
1506 – County School Fund	Community Services	60
1509 – Willamette River Bridges Fund	Roads and Bridges	80
1510 – Library Fund	Library	70
1512 – Land Corner Preservation Fund	Roads and Bridges	80
2500 – Justice Bond Project Fund	Public Safety and Justice	50
2501 – Revenue Bond Project Fund	Community Services	60
2502 – SB 1145 Fund	Public Safety and Justice	50
2504 – Building Project Fund	Community Services	60
2505 – Deferred Maintenance Fund	Community Services	60
2506 – Library Construction / 1996 Bonds Fund	Library	70
2507 – Capital Improvement Fund	Community Services	60
2509 – Asset Preservation Fund	Community Services	60
2510 – Library Property Fund	Library	70
3000 – Dunthorpe-Riverdale Service Dist #14 Fund	Dunthorpe-Riverdale Service Dist #14	500
3001 – Mid County Service District #1 Fund	Mid County Service District #1	510
3002 – Behavioral Health Managed Care Fund	Behavioral Health Managed Care	520

If a cost object is not in one of the funds listed above, then the functional area should be assigned based on the department that the cost object is in.

Functional Area Assignments ~ Based on Department (Fund Center)		
Non-Departmental (10, except 10-50)	General Government	20
Non-Departmental – CCFC (10-50)	Social Services	40
District Attorney (15)	Public Safety and Justice	50
Countywide (18 & 19)	General Government	20
Human Services (20, 25, 26, 30 & 31)	Social Services	40
School and Community Partnerships (21)	Social Services	40
Health (40)	Health Services	30
Community Justice (50)	Public Safety and Justice	50
Sheriff's Office (60)	Public Safety and Justice	50
County Management (72)	General Government	20
Community Services (91)	General Government	20
Library (80)	Library	70

**If you have any questions or comments, please contact Susan Luce in General Ledger at ext. 22138.**