



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

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # C.3 DATE 12/14/17  
MARINA BAKER, ASST BOARD CLERK

**Board Clerk Use Only**

Meeting Date: 12/14/17  
Agenda Item #: C.3  
Est. Start Time: 9:30 am  
Date Submitted: 12/1/17

**Agenda Title: BUDGET MODIFICATION # Lib-04-18: Reclassify a Library Clerk to Access Services Assistant**

Requested Meeting Date: December 14, 2017 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): NA - Consent Agenda

**General Information**

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

Requesting approval of Budget Modification Lib-04-18 to reclassify a 1.0 FTE Library Clerk to a 1.0 FTE Access Services Assistant 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 #3910 has been approved by the Class Comp unit of Central HR to reclassify vacant existing position 705635 from a 1.0 FTE Library Clerk to a 1.0 FTE Access Services Assistant in the St. John's Library work unit of the North Central Libraries Group (PO #80002) of the Library's Public Services Division. The Library business model has changed due to the implementation of the Access Services Assistant and the St. John's 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?**

There are no net budgetary changes due to this reclassification.

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

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

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

In the St. Johns 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

**Required Signature**

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**Elected Official or  
Dept. Director:** Vailey Oehlke /s/**Date:** December 1, 2017**Budget Analyst:** Jeff Renfro /s/**Date:** December 1, 2017**Department HR:** Johnette Easter /s/**Date:** December 1, 2017**Countywide HR:** Karie Miller /s/**Date:** December 1, 2017

## Exp/Rev/FTE - Budget Modification

Budget Year: 2018

Budget Modification: Lib-04-18

### 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	80002-18	1510			805360	60000 - Permanent	553,969	553,969	0	
2	80002-18	1510			805360	60130 - Salary Related Expns	194,049	194,049	0	
3	80002-18	1510			805360	60140 - Insurance Benefits	220,887	220,887	0	
1510 Total										0
	Total									0
				Program Offer Number 80002-18 Total						0

## Exp/Rev/FTE - Budget Modification

Budget Year: 2018

Budget Modification: Lib-04-18

### Annualized Personnel Changes

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

						Annualized				
Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
705635	7202	Library Clerk		1510	805360	(1.00)	(34,165)	(10,912)	(17,855)	(62,932)
705635	7212	Access Services Assistant		1510	805360	1.00	31,908	10,191	17,705	59,805
Total Annualized Changes:						0.00	(\$2,257)	(\$721)	(\$150)	(\$3,127)

### Current Year Personnel Changes

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

						Current Year				
Position Number	JCN	JCN Description	HR Org	Fund	Cost Object Number	FTE	Base Pay (60000)	Fringe (60130)	Insurance (60140)	Total
705635	7202	Library Clerk		1510	805360	(0.58)	(19,929)	(6,365)	(10,415)	(36,709)
705635	7212	Access Services Assistant		1510	805360	0.58	18,613	5,945	10,328	34,886
Total Current FY Changes:						0.00	(\$1,316)	(\$420)	(\$87)	(\$1,823)