



**MULTNOMAH COUNTY  
AGENDA PLACEMENT REQUEST  
BUDGET MODIFICATION**

(Revised: 8/18/11)

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # C. 3 DATE 6/6/13  
LYNDA GROW, BOARD CLERK

**Board Clerk Use Only**

Meeting Date: 6/6/13  
Agenda Item #: C.3  
Est. Start Time: 9:30 am  
Date Submitted: 5/30/13

**Agenda Title: BUDGET MODIFICATION # LIB-03 Reclassifying 1.00 Program Coordinator and 2.00 Librarian Positions.**

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

Requested Meeting Date: June 6, 2013 Time Needed: N/A (Consent)  
Department: Library Division: Various  
Contact(s): Daniel Flanigan  
Phone: 503-988-5431 Ext.          I/O Address: 317/Admin  
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-03 to reclassify a 1.0 FTE Program Coordinator position in Collection and Technical Services to a 1.0 FTE Librarian; to reclassify a 1.0 FTE Librarian position to a 1.0 FTE Program Specialist, Sr. and a 1.0 FTE Librarian position to a 1.0 FTE Business Process Consultant, both in Systemwide Access Services; all as determined 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 #2152 has been approved by the Class Comp Unit of Central HR to reclassify existing position 702594 from Program Coordinator (6022) to Librarian (7222).

Rationale for Classification Decision:

This position is being reclassified due to changing business needs. This position's role was changed from acquisitions to electronic content in order to provide more support to an increasing and ever changing service for the public. The incumbent will be responsible for managing the library's electronic content, including selecting system wide e-books and

downloadable materials, developing processes for selection and acquisition of materials, use of access technologies, troubleshooting, and ongoing evaluations. Also, working with Selections & Acquisitions staff to develop policies and procedures for building e-content collections; creating and maintaining records in Electronic Resource Management for e-journal subscriptions; collaborating with other library staff to develop best practices and coordinate management of electronic products; evaluating, selecting and maintaining relationships with digital content vendors; negotiating with vendors and coordinating communications to maximize the use of electronic content.

Reclassification request #2065 has been approved by the Class Comp Unit of Central HR to reclassify existing position 710177 from Librarian (7222) to Program Specialist, Sr. (6088).

Rationale for Classification Decision:

The duties and responsibilities of this position within the Library's Reference, Adult Services and Programming Unit have gradually changed over the last few years. This position serves as the primary driver for Oregon's statewide reference service program, L-net, which connects Oregonians with library reference service 24/7 by live chat, email, and text messaging. The incumbent is responsible for coordinating policies, services, contracts, and intergovernmental agreements with a variety of stakeholders and partner libraries; analyzing, recommending, developing, and implementing policies and procedures; proposing goals, objectives, and activities, and setting program direction. In addition, this position maintains the website; identifies, implements, and develops (if necessary) software modules to meet program needs; serves as the primary spokesperson for L-net; answers questions about and promotes the program at a variety of gatherings; recruits new partner libraries; prepares grant requests; and develops and oversees the budget.

Reclassification request #2109 has been approved by the Class Comp Unit of Central HR to reclassify existing position #701174 from Librarian (7222) to Business Process Consultant (6501).

Rationale for Classification Decision:

This position has been filled for the last 4.5 years and has been classified as a Librarian. At the time the position was classified it was placed in the Librarian classification as a best fit as there was no other appropriate classification that existed and some of the duties – project management, staff training, professional relationship development, and professional development – matched the classification. Since that time, a classification has been developed that is a better match for the position. The working title for this position is Integrated Library System (ILS) Coordinator and it is responsible for serving as the primary liaison for the Library with both IT staff and the ILS software vendor staff. The ILS software package is licensed from an outside vendor and underpins all of the Library's operations, including purchasing, cataloging, checking out, tracking and renewing of library materials. This position plans, coordinates, and implements system wide improvements and a broad range of development projects for the ILS; develops project plans to track and coordinate efforts with stakeholders; uses project management principles to manage resources, scope, and timeline of projects; works with Library management and staff to define business needs, processes and procedures; analyzes business processes and procedures to ensure the ILS can support data collection, tracking, and reporting; analyzes the ILS data to determine its effectiveness and identify areas for improvement; designs reports from the ILS and trains other staff to create routine reports; and provides guidance and assistance to library management and staff with the ILS.

**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 #2152 will be offset by decreasing the materials & service budget in cost center 803110. On an ongoing basis overall personnel costs in cost center 803110 will be increased by about \$12,222.

Additional personnel costs resulting from Reclassification #2109 will be offset by decreasing the materials & service budget in cost center 803810. On an ongoing basis overall personnel costs in cost center 803810 will be increased by about \$2,068.

There is a \$275 increase in Fund 3500 for insurance reimbursement in the current year.

**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.

---

**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?**

Collection & Tech Services, Selection and Acquisition, cost center 803110: personnel expenditure budget increases \$3,055, and professional services budget decreases by \$3,055.

Systemwide Access Services, Customer Support & Account Mgmt., cost center 803810: personnel budget increases \$1,725 and postage budget decreases \$1,725.

- **What do the changes accomplish?**

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

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

In Selection and Acquisition a 1.0 FTE Program Coordinator (6022) position (702594) will be reclassified to a 1.0 FTE Librarian (7222) position. In Customer Support and Account Mgmt, a 1.0 FTE Librarian position (710177) will be reclassified to a 1.0 FTE Program Specialist, Sr. (6088) position, and a 1.0 FTE Librarian position will be reclassified to a Business Process Consultant (6501) 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.*

**Required Signature**

**Elected Official or Dept Director:** Vailey Oehlke /s/ **Date:** 5-29-13

**Budget Analyst:** Althea Gregory /s/ **Date:** 5-29-13

**Department HR:** Shelly Kent /s/ **Date:** 5-29-13

Budget Modification ID: **BM-LIB-03****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: 2013

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	80-80	1510	80019	70		803810		60000	593,089	594,351	1,262		Permanent
2	80-80	1510	80019	70		803810		60130	179,808	180,176	368		Salary Related Expenses
3	80-80	1510	80019	70		803810		60140	171,850	171,945	95		Insurance Benefits
4	80-80	1510	80019	70		803810		60230	90,480	88,755	(1,725)	0	Postage
5										0			
6	80-30	1510	80013	70		803110		60000	810,482	812,875	2,393		Permanent
7	80-30	1510	80013	70		803110		60130	245,700	246,182	482		Salary Related Expenses
8	80-30	1510	80013	70		803110		60140	270,525	270,705	180		Insurance Benefits
9	80-30	1510	80013	70		803110		60170	101,000	97,945	(3,055)	0	Professional Svc
10										0			
11	72-10	3500		20		705210		50316		(275)	(275)		Insurance Revenue
12	72-10	3500		20		705210		60330		275	275		Offsetting Expenditure
13										0			
14										0			
15										0			
16										0			
17										0			
18										0			
19										0			
20										0			
21										0			
22										0			
23										0			
24										0			
25										0			
26										0			
27										0			
28										0			
29										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).

[illegible]

**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/O	Position Title	Position Number	FTE	BASE PAY	FRINGE	INSUR.	TOTAL
1510	7222	64208	803810	Librarian	710177	(1.00)	(62,920)	(19,316)	(18,871)	(101,107)
1510	6088	64208	803810	Program Coordinator, Sr.	710177	1.00	62,920	19,316	18,871	101,107
1510	7222	64208	803810	Librarian	701174	(0.83)	(51,772)	(15,066)	(15,677)	(82,516)
1510	6501	64208	803810	Business Process Consultant	701174	0.83	53,034	15,434	15,772	84,240
1510	6022	65230	803110	Program Coordinator	702594	(0.25)	(13,337)	(4,095)	(4,538)	(21,970)
1510	7222	65230	803110	Librarian	702594	0.25	15,730	4,577	4,718	25,025
										0
										0
										0
										0
										0
				<b>TOTAL CURRENT FY CHANGES</b>		<b>0.00</b>	<b>3,655</b>	<b>850</b>	<b>275</b>	<b>4,780</b>

FM Side			PS/CO Side		Cost Element/Commitment		Notes
FM Fund Center	FM Equip Code	Functional Area	Internal Order	Cost Center	WBS Element	Commitment Item	
<b>General Fund Contingency</b>				9500001000		60470	Reduce available General Fund Contingency
19	1000	0020		xxx	xxx	xxxxx	Increase Expenditure
xx-xx	xxxxx	0020					
<b>Indirect 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	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
78-70	3503	0020		709525		50310	Budgets receipt of reimbursement
78-70	3503	0020		709525		60200	Budgets offsetting expenditure in telecommunications fund
<b>Data Processing</b>							
xx-xx	xxxxx				xxx	60380	Departmental data processing expenditures
78-70	3503	0020		709000		50310	Budgets receipt of Data Processing reimbursement
78-70	3503	0020		709000		60240	Budgets offsetting expenditures
<b>PC Flat Fee (Flat Fee is no longer in effect for most Departments beginning in FY 2007)</b>							
xx-xx	xxxxx				xxx	60390	Departmental PC Flat Fee expenditure
78-70	3503	0020		709617		50310	Budgets receipt of PC Flat Fee
78-70	3503	0020		709617		60240	Budgets offsetting expenditure
<b>Electronic Service Reimbursement</b>							
xx-xx	xxxxx					60420	Departmental Electronics expenditure
78-60	3501	0020		904200		50310	Receipt of Electronics service reimbursement
78-60	3501	0020		904200		60240	Budgets offsetting expenditure
<b>Motor Pool: Use this cost center if you are adding funds for motor pool use.</b>							
xx-xx	xxxxx				xxx	60410	Departmental Motor Pool expenditure
78-30	3501	0020		904150		50310	Budgets receipt of Motor Pool service reimbursement
78-30	3501	0020		904150		60240	Budgets offsetting expenditure
<b>Fleet: Use this cost center if you are adding funds for dedicated program cars.</b>							
xx-xx	xxxxx				xxx	60410	Departmental Fleet expenditure
78-60	3501	0020		904100		50310	Budgets receipt of Fleet service reimbursement
78-60	3501	0020		904100		60240	Budgets offsetting expenditure
<b>Building Management</b>							
xx-xx	xxxxx				xxx	60430	Departmental Building Management expenditure
78-50	3505	0020		902575		50310	Budgets receipt of Building Management service reimbursement
78-50	3505	0020		902575		60170	Budgets offsetting expenditure
<b>Insurance Service Reimbursement</b>							
xx-xx	xxxxx					60140 or 60145	Departmental Insurance expenditure
72-80	3500	0020		705210		50316	Insurance Revenue
72-80	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
78-20	3504	0020		904400		50310	Budgets receipt of service reimbursement
78-20	3504	0020		904400		60230	Budgets offsetting expenditure
<b>Records</b>							
xx-xx	xxxxx				xxx	60460	Records expenditure
78-20	3504	0020		904500		50310	Budgets receipt of service reimbursement
78-20	3504	0020		904500		60240	Budgets offsetting expenditure
<b>Stores</b>							
xx-xx	xxxxx				xxx	60460	Stores expenditure
78-20	3504	0020		904600		50310	Budgets receipt of service reimbursement
78-20	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.

<b>Functional Area Assignments ~ Based on Fund</b>		
1501 – Road Fund	Roads and Bridges	0080
1502 – Emergency Communications Fund	Community Services	0060
1503 – Bike Path Fund	Community Services	0060
1504 – Recreation Fund	Community Services	0060
1506 – County School Fund	Community Services	0060
1509 – Willamette River Bridges Fund	Roads and Bridges	0080
1510 – Library Fund	Library	0070
1512 – Land Corner Preservation Fund	Roads and Bridges	0080
2504 – Building Project Fund	Community Services	0060
2507 – Capital Improvement Fund	Community Services	0060
2509 – Asset Preservation Fund	Community Services	0060
2511 – Sellwood Bridge Fund	Roads and Bridges	0080
3000 – Dunthorpe-Riverdale Service Dist #14 Fund	Dunthorpe-Riverdale Service Dist #14	0500
3001 – Mid County Service District #1 Fund	Mid County Service District #1	0510
3002 – Behavioral Health Managed Care Fund	Behavioral Health Managed Care	0520

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.

<b>Functional Area Assignments ~ Based on Department (Fund Center)</b>		
Non-Departmental (10, except 10-50)	General Government	0020
Non-Departmental – CCFC (10-50)	Social Services	0040
District Attorney (15)	Public Safety and Justice	0050
Countywide (18 & 19)	General Government	0020
Human Services (20, 21, 22, 25, 26, 30 & 31)	Social Services	0040
Health (40)	Health Services	0030
Community Justice (50)	Public Safety and Justice	0050
Sheriff's Office (60)	Public Safety and Justice	0050
County Management (72)	General Government	0020
County Assets (78)	General Government	0020
Library (80)	Library	0070
Community Services (91)	General Government	0020

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