

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.

ATTACHMENT A

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?**

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.

**Budget Modification APR
Submit to Board Clerk**

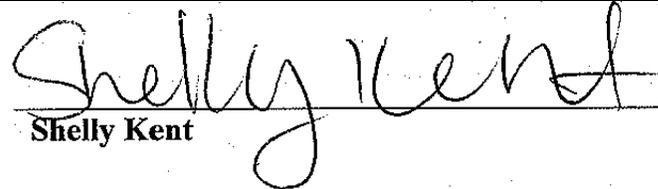
- **Do any personnel actions result from this budget modification? Explain.**
In Central Library Circulation Services three 1.0 FTE Operations Supervisor (9025) positions (709610, 701791, 701763) will be reclassified to Library Supervisor (9784).
In Central Library Stack Services three 1.0 FTE Operations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

ATTACHMENT B

BUDGET MODIFICATION:LIB -04

Required Signatures

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

**Budget Modification APR
Submit to Board Clerk**