



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

APPROVED: MULTNOMAH COUNTY  
BOARD OF COMMISSIONERS  
AGENDA # C.1 DATE 8/16/18  
TAJA NELSON, ASST. BOARD CLERK

**Board Clerk Use Only**

Meeting Date: 8/16/18  
Agenda Item #: C.1  
Est. Start Time: 9:30 a.m.  
Date Submitted: 7/30/18

**Agenda Title: BUDGET MODIFICATION # Lib-01-19: Reclassify 5 positions**

**Requested Meeting Date:** August 16, 2018      **Time Needed:** N/A

**Department:** 80 - Library      **Division:** Content Strategy, Operations,  
Public Services

**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-01-19 to reclassify 5 positions with no net change in FTE 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 #4049 has been approved by the Class Comp unit of Central HR to reclassify filled existing position 700506 from a 1.0 FTE Library Clerk to a 1.0 FTE Program Coordinator in the Selection and Acquisition work unit of the Collections & Technical Services program offer (PO# 80020) of the Library's Content Strategy Division. This position is proposed for reclassification as a result of a gradual assumption of higher level duties and responsibilities that have occurred since October 2017.

The work practices and management within Collections and Technical Services (C&TS) were realigned to maximize efficiency and automation. This position now works with a cross functional team of leads and managers to direct the work of C&TS. Responsibilities of this position include overseeing the general workflow in the acquisitions unit of Technical Services; tracking performance of staff within the unit; conducting staff meetings to discuss and facilitate workflow; participating in interviews for new positions as needed and making hiring recommendations to the manager; developing and implementing training programs for new procedures and new hires;

preparing weekly schedules for the Acquisitions Clerks; managing the Library's acquisitions processes for the materials collection; serving as the expert in the acquisitions module of the Integrated Library System (ILS); and overseeing the ordering of, and payment for, materials ordered for the Library's collection.

Classification request #4053 has been approved by the Class Comp unit of Central HR to reclassify filled existing position 705321 from a 1.0 FTE Human Resources Technician to a 1.0 FTE Human Resources Analyst 1 in the Human Resources work unit (PO# 80017) of the Library's Operations Division. This proposed reclassification is a result of a gradual assumption of higher level duties and responsibilities since November 2017. This position has evolved due to the high workload of the HR Analyst Seniors and HR Manager 1, and is now responsible for leading the recruitment activities for all of the Library Access Services Assistants and Library Clerks. This position is responsible for providing a variety of professional and technical human resources activities and support for the Library, including recruitment and selection and employee consultations. This position also leads the development and implementation of comprehensive recruitment plans; evaluates the effectiveness of the recruiting and selection process and makes recommendations to management; develops outreach and advertising plans for external recruitments; initiates and coordinates modifications to the recruitment and selection process for bilingual and bicultural positions.

Classification request #4068 has been approved by the Class Comp unit of Central HR to reclassify vacant existing position 704408 from a .75 FTE Library Clerk to a .75 FTE Library Access Services Assistant in the North Portland Library work unit of the North County Libraries Group (PO# 80002) of the Library's Public Services Division. The Library business model has changed due to the implementation of the Library Access Services Assistant and the North Portland 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.

Classification request #4069 has been approved by the Class Comp unit of Central HR to reclassify vacant existing position 702388 from a .75 FTE Library Clerk to a .75 FTE Library Access Services Assistant in the Holgate Library work unit of the Mid/East Counties group (PO# 80004) of the Library's Public Services Division. The Library business model has changed due to the implementation of the Library Access Services Assistant and the North Portland 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.

Classification request #3959 has been approved by the Class Comp unit of Central HR to reclassify filled existing position 701257 from a 1.0 FTE Library Outreach Specialist to a 1.0 FTE Program Specialist in the Every Child Initiative work unit (PO# 80007) of the Library's Public Services Division. This reclassification is requested due to a gradual assumption of higher level duties and responsibilities since July 2017. Initially this position was tasked with mentoring, teaching, and training childcare providers but a need was identified for improved educational opportunities for childcare providers in early literacy; therefore, this position is now responsible for developing, implementing, monitoring, and evaluating the library's early childhood educator training program as well as the early literacy and language programs in the county.

Position 701257 was reclassified in FY18 from a Library Outreach Specialist to a Program Specialist by the Board on March 8, 2018. It was not included in the FY19 Staffing Amendment, however, requiring the FY19 reclassification request.

**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?**

Content Strategy:

Permanent personnel in cost center 803110 (Selection & Acquisition) increased \$34,690, central indirect increased \$971.

Supplies in cost center 803210 (IT Services) decreased \$35,661.

Public Services:

Permanent personnel in cost center 805320 (North Portland Library) decreased \$5,589 and temporary personnel increased \$5,589.

Permanent personnel in cost center 805290 (Holgate Library) decreased \$5,744 and temporary personnel increased \$5,744.

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

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

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

In Selection & Acquisition a 1.0 FTE Library Clerk will be reclassified to a 1.0 FTE Program Coordinator.

In Human Resources a 1.0 FTE Human Resources Technician will be reclassified to a 1.0 FTE Human Resources Analyst 1.

In North Portland Library a .75 FTE Library Clerk will be reclassified to a .75 FTE Library Access Services Assistant.

In Holgate Library a .75 FTE Library Clerk will be reclassified to a .75 FTE Library Access Services Assistant.

In Every Child Initiative a 1.0 FTE Library Outreach Specialist will be reclassified to a 1.0 FTE Program 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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<b>Elected Official or Dept. Director:</b>	Terrilyn Chun /s/ _____	<b>Date:</b> July 27, 2018 _____
<b>Budget Analyst:</b>	Jeff Renfro /s/ _____	<b>Date:</b> July 30, 2018 _____
<b>Department HR:</b>	Johnette Easter /s/ _____	<b>Date:</b> July 27, 2018 _____
<b>Countywide HR:</b>	Karie Miller /s/ _____	<b>Date:</b> July 27, 2018 _____

### Exp/Rev/FTE - Budget Modification

Budget Year: 2019

Budget Modification: Lib-01-19

#### 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	80002-19	1510			805320	60000 - Permanent	512,445	508,425	(4,020)	
2	80002-19	1510			805320	60100 - Temporary	37,000	42,589	5,589	
3	80002-19	1510			805320	60130 - Salary Related Expns	183,106	181,788	(1,318)	
4	80002-19	1510			805320	60140 - Insurance Benefits	215,864	215,613	(251)	
<b>1510 Total</b>										<b>0</b>
<b>Total</b>										<b>0</b>
<b>Program Offer Number 80002-19 Total</b>										<b>0</b>
5	80004-19	1510			805290	60000 - Permanent	613,273	609,142	(4,131)	
6	80004-19	1510			805290	60100 - Temporary	45,000	50,744	5,744	
7	80004-19	1510			805290	60130 - Salary Related Expns	223,197	221,842	(1,355)	
8	80004-19	1510			805290	60140 - Insurance Benefits	250,548	250,290	(258)	
<b>1510 Total</b>										<b>0</b>
<b>Total</b>										<b>0</b>
<b>Program Offer Number 80004-19 Total</b>										<b>0</b>
9	80007-19	1510			804170	60000 - Permanent	472,087	472,087	0	
10	80007-19	1510			804170	60130 - Salary Related Expns	174,987	174,987	0	
11	80007-19	1510			804170	60140 - Insurance Benefits	155,626	155,626	0	
<b>1510 Total</b>										<b>0</b>
<b>Total</b>										<b>0</b>
<b>Program Offer Number 80007-19 Total</b>										<b>0</b>
12	80017-19	1510			803710	60000 - Permanent	552,201	552,201	0	

**Exp/Rev/FTE - Budget Modification**

Budget Year: 2019

**Budget Modification: Lib-01-19**

Line No.	Program Offer Number	Fund Code	Fund Center	Func. Area	Cost Object	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
13	80017-19	1510			803710	60130 - Salary Related Expns	204,408	204,408	0	
14	80017-19	1510			803710	60140 - Insurance Benefits	152,025	152,025	0	
<b>1510 Total</b>										<b>0</b>
<b>Total</b>										<b>0</b>
<b>Program Offer Number 80017-19 Total</b>										<b>0</b>
15	80018-19	1510			803210	60240 - Supplies	291,800	256,139	(35,661)	
<b>1510 Total</b>										<b>(35,661)</b>
<b>Total</b>										<b>(35,661)</b>
<b>Program Offer Number 80018-19 Total</b>										<b>(35,661)</b>
16	80020-19	1510			803110	60000 - Permanent	900,261	925,209	24,948	
17	80020-19	1510			803110	60130 - Salary Related Expns	339,439	347,622	8,183	
18	80020-19	1510			803110	60140 - Insurance Benefits	285,103	286,662	1,559	
19	80020-19	1510			803110	60350 - Central Indirect	43,149	44,120	971	
<b>1510 Total</b>										<b>35,661</b>
<b>Total</b>										<b>35,661</b>
<b>Program Offer Number 80020-19 Total</b>										<b>35,661</b>

### Exp/Rev/FTE - Budget Modification

Budget Year: 2019

Budget Modification: Lib-01-19

#### 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
700506	6022	Program Coordinator		1510	803110	1.00	69,567	22,818	20,962	113,347
700506	7202	Library Clerk		1510	803110	(1.00)	(44,619)	(14,635)	(19,403)	(78,657)
701257	6021	Program Specialist		1510	804170	1.00	69,745	22,876	20,973	113,594
701257	7223	Library Outreach Specialist		1510	804170	(1.00)	(65,695)	(21,548)	(20,720)	(107,963)
702388	7202	Library Clerk		1510	805290	(0.75)	(30,643)	(10,051)	(14,376)	(55,070)
702388	7212	Access Services Assistant		1510	805290	0.75	26,512	8,696	14,118	49,326
704408	7202	Library Clerk		1510	805320	(0.75)	(29,550)	(9,692)	(14,308)	(53,550)
704408	7212	Access Services Assistant		1510	805320	0.75	25,530	8,374	14,057	47,961
705321	9061	Human Resources Technician		1510	803710	(1.00)	(55,357)	(18,711)	(20,074)	(94,142)
705321	9080	Human Resources Analyst 1		1510	803710	1.00	51,696	17,473	19,845	89,014
<b>Total Annualized Changes:</b>						<b>0.00</b>	<b>\$17,186</b>	<b>\$5,600</b>	<b>\$1,074</b>	<b>\$23,860</b>

#### 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				
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700506	7202	Library Clerk		1510	803110	(1.00)	(44,619)	(14,635)	(19,403)	(78,657)

**Exp/Rev/FTE - Budget Modification**

Budget Year: 2019

Budget Modification: Lib-01-19

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705321	9080	Human Resources Analyst 1		1510	803710	1.00	51,696	17,473	19,845	89,014
<b>Total Current FY Changes:</b>						<b>0.00</b>	<b>\$17,186</b>	<b>\$5,600</b>	<b>\$1,074</b>	<b>\$23,860</b>