



Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

Board Clerk Use Only

Meeting Date: _____

Agenda Item #: _____

Est. Start Time: _____

Date Submitted: _____

Agenda Title: BUDGET MODIFICATION # Lib-02-17: Reclassifying a .5 FTE Procurement Assistant to a .75 FTE Finance Technician

Requested Meeting Date: _____ **Time Needed:** 5 minutes

Department: 80 - Library **Division:** Department Administration

Contact(s): Daniel Flanigan

Phone: 503-988-5431 **Ext.** _____ **I/O Address** 317 / LAL

Presenter Name(s) & Title(s): Chung Fun Leung

General Information

1. What action are you requesting from the Board?

Requesting approval of Budget Modification LIB-02-17 to reclassify a .50 FTE Procurement Associate to a .75 FTE Finance Technician in the Library's Department Administration Division.

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 #3444 has been approved by the Class Comp unit of central HR to reclassify vacant position #718263 from a .50 FTE Procurement Associate (6115) to a .75 FTE Finance Technician (6027) within the Library's Business Services work unit in the Department Administration Division. This position will provide support and back up for the Procurement Specialist Sr. and the Finance Specialists in the work group. The position will support daily operations and will be responsible for coordinating and reconciling county issued shared and individual purchasing cards; making larger dollar amount purchases for supplies unavailable through Multco Marketplace; creating and changing purchase orders; assisting with the review and evaluation of purchase requisitions, and creation of requisitions/purchase orders/change orders.

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

There is no net fiscal impact in the current year.

Ongoing, position 718263 will be included in the budget of Business Services at the Finance Technician level.

4. Explain any legal and/or policy issues involved.

N/A

5. Explain any citizen or other government participation.

N/A

Budget Modification

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?

In Business Services (803410) permanent personnel expenditures increase \$10,569, central indirect increases \$279, and supplies decrease \$10,848.

8. What do the changes accomplish?

The proposed reclassification and FTE increase will better allow the Business Services work unit to balance the purchasing and finance workload among the Senior Procurement Analyst and the Finance Specialist 1 positions. Having a more balanced workload will also allow time for staff to attend user group meetings, to participate in countywide finance upgrades and changes, as well as address training and development needs.

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

Yes, a vacant .50 FTE Procurement Associate position is reclassified to a .75 FTE Finance Technician.

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

**Elected Official or
Dept. Director:** _____

Date: _____

Budget Analyst: _____

Date: _____

Department HR: _____

Date: _____

Countywide HR: _____

Date: _____