



Multnomah County
Agenda Placement Request
Budget Modification
(FY 2018)

APPROVED: MULTNOMAH COUNTY

BOARD OF COMMISSIONERS

AGENDA # C.5 DATE 11/2/17

MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 11/2/17

Agenda Item #: C.5

Est. Start Time: 9:30 am

Date Submitted: 10/19/17

Agenda Title: BUDGET MODIFICATION # Lib-03-18: Reclassify 3 positions

Requested Meeting Date: November 2, 2017

Time Needed: N/A

Department: 80 - Library

Division: Department Administration,
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-03-18 to reclassify 3 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 #3845 has been approved by the Class Comp unit of Central HR to reclassify existing vacant position 703808 from a 1.0 FTE Librarian to a 1.0 FTE Project Manager Represented in the Library Director's Office work unit (PO#80010) of the Library's Department Administration Division. This position is being reclassified to provide project management and communication duties to support the Special Project Director and other executive library managers in the development and execution of a capital facilities strategies plan.

Duties and responsibilities of this position include developing and monitoring a strategic facilities master plan and schedule for the planning and implementation phases of the project; planning team meetings, distributing agendas, tracking decisions, and action items; reporting on project progress and adherence to the plan and timeline; scheduling and planning meetings with library staff, architects, community stakeholders, elected officials, developers, property owners, other county departments, and others; maintaining master plan project files; developing and executing communication and change management plans; drafting and editing project related messages; preparing public presentations for meeting and stakeholders.

Classification request #3876 has been approved by the Class Comp unit of Central HR to reclassify filled existing position 702057 from a 1.0 FTE Program Coordinator to a 1.0 FTE Program Specialist Sr. in the Programming & Community Outreach work unit (PO#80008) of the Library's Public Services Division. This position is being reclassified due to changes in the Programming and Community outreach team structure.

Duties and responsibilities of this position include providing leadership for the development and implementation of public programming and exhibitions for the Library system; serving as the primary driver for development of new programming offerings; developing programs and exhibitions to meet the learning needs of specific audiences; recruiting and screening volunteers, pro bono services, and paid contractors; setting goals for the programming team; researching funding sources, developing grant applications, and writing proposals; developing, reviewing, and screening procurement documents and responses; negotiating, monitoring, and advising on contract development; managing vendor relationships; managing compliance with grant requirements.

Classification request #3877 has been approved by the Class Comp work unit of Central HR to reclassify vacant existing position 702423 from a 1.0 FTE Librarian to a 1.0 FTE Program Coordinator in the Programming & Community Outreach work unit of the Library's Public Service Division. This position is being reclassified to provide program coordination for the development and implementation of public programming for the Library system.

Duties and responsibilities of this position include working with staff to develop and select ongoing library programs to meet the library's mission; monitoring evaluations; providing feedback, incorporating changes and suggestions, and modifying programs; analyzing program information; tracking paid and unpaid presenters; confirming programs and tracking programming offerings; assisting with researching new program ideas and providers.

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 into future budgets.

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?

Department Administration:

Permanent personnel in cost center 800000 (Library Director's Office) increased \$2,375, central indirect increased \$64, and professional services decreased \$2,439.

Public Services:

Permanent personnel in cost center 801100 (Programming & Community Outreach) decreased \$2,064, central indirect decreased \$56, and temporary personnel increased \$2,120.

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 the Library Director's Office a 1.0 FTE Librarian position will be reclassified to a 1.0 FTE Project Manager Represented.

In Programming & Community Outreach a 1.0 FTE Program Coordinator position will be reclassified to a 1.0 FTE Program Specialist Sr., and a 1.0 FTE Librarian position will be reclassified to a 1.0 Program Coordinator.

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:** Vailey Oehlke/s/

Date: October 18, 2017

Budget Analyst: Jeff Renfro/s/

Date: October 18, 2017

Department HR: Johnette Easter/s/

Date: October 18, 2017

Countywide HR: Karie Miller/s/

Date: October 18, 2017

Exp/Rev/FTE - Budget Modification

Budget Year: 2018

Budget Modification: Lib-03-18

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	72020-18	3500			705210	50316 - Svc Rmb Med/Dental	(81,203,739)	(81,203,753)	(14)	
2	72020-18	3500			705210	60330 - Claims Paid	7,486,488	7,486,502	14	
3500 Total										0
Total										0
Program Offer Number 72020-18 Total										0
3	80008-18	1510			801100	60000 - Permanent	549,088	547,598	(1,490)	
4	80008-18	1510			801100	60100 - Temporary	73,181	75,301	2,120	
5	80008-18	1510			801100	60130 - Salary Related Expns	190,317	189,842	(475)	
6	80008-18	1510			801100	60140 - Insurance Benefits	169,945	169,846	(99)	
7	80008-18	1510			801100	60350 - Central Indirect	24,680	24,624	(56)	
1510 Total										0
Total										0
Program Offer Number 80008-18 Total										0
8	80010-18	1510			800000	60000 - Permanent	903,717	905,431	1,714	
9	80010-18	1510			800000	60130 - Salary Related Expns	330,469	331,017	548	
10	80010-18	1510			800000	60140 - Insurance Benefits	215,647	215,760	113	
11	80010-18	1510			800000	60170 - Professional Svcs	160,733	158,294	(2,439)	
12	80010-18	1510			800000	60350 - Central Indirect	39,125	39,189	64	
1510 Total										0
Total										0
Program Offer Number 80010-18 Total										0

Exp/Rev/FTE - Budget Modification

Budget Year: 2018

Budget Modification: Lib-03-18

Line No.	Program Offer Number	Fund Code	Fund Center	Func. Area	Cost Object	Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal
13	95000-18	1000			9500001000	60470 - Contingency	12,166,074	12,166,082	8	
1000 Total										8
	Total									8
				Program Offer Number 95000-18 Total						8
14	95001-18	1000			9500001000	50310 - Intl Svc Reimburse	(6,352,188)	(6,352,196)	(8)	
1000 Total										(8)
	Total									(8)
				Program Offer Number 95001-18 Total						(8)

Exp/Rev/FTE - Budget Modification

Budget Year: 2018

Budget Modification: Lib-03-18

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
702057	6022	Program Coordinator		1510	801100	(1.00)	(62,117)	(19,840)	(19,700)	(101,657)
702057	6088	Program Specialist/Sr		1510	801100	1.00	67,407	21,530	20,049	108,986
702423	6022	Program Coordinator		1510	801100	1.00	54,803	17,504	19,217	91,524
702423	7222	Librarian		1510	801100	(1.00)	(69,363)	(22,154)	(20,178)	(111,695)
703808	6063	Project Manager		1510	800000	1.00	71,420	22,812	20,314	114,546
703808	7222	Librarian		1510	800000	(1.00)	(69,363)	(22,154)	(20,178)	(111,695)
Total Annualized Changes:						0.00	(\$7,213)	(\$2,302)	(\$476)	(\$9,991)

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
702057	6022	Program Coordinator		1510	801100	(1.00)	(62,117)	(19,840)	(19,700)	(101,657)
702057	6088	Program Specialist/Sr		1510	801100	1.00	67,407	21,530	20,049	108,986
702423	6022	Program Coordinator		1510	801100	0.75	41,102	13,128	14,413	68,643
702423	7222	Librarian		1510	801100	(0.75)	(52,022)	(16,615)	(15,134)	(83,771)
703808	6063	Project Manager		1510	800000	0.83	59,517	19,010	16,928	95,455
703808	7222	Librarian		1510	800000	(0.83)	(57,803)	(18,462)	(16,815)	(93,080)

Exp/Rev/FTE - Budget Modification

Budget Year: 2018

Budget Modification: Lib-03-18

	Total Current FY Changes:	0.00	(\$3,916)	(\$1,249)	(\$259)	(\$5,424)
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