



Multnomah County
Agenda Placement Request
Budget Modification
(FY 2018)

Board Clerk Use Only

Meeting Date: _____

Agenda Item #: _____

Est. Start Time: _____

Date Submitted: _____

Agenda Title: BUDGET MODIFICATION # Lib-04-18: Reclassify a Library Clerk to Access Services Assistant

Requested Meeting Date: _____ **Time Needed:** N/A

Department: 80 - Library **Division:** Public Services

Contact(s): Daniel Flanigan

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

Presenter Name(s) & Title(s): NA - Consent Agenda

General Information

1. What action are you requesting from the Board?

Requesting approval of Budget Modification Lib-04-18 to reclassify a 1.0 FTE Library Clerk to a 1.0 FTE Access Services Assistant 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 #3910 has been approved by the Class Comp unit of Central HR to reclassify vacant existing position 705635 from a 1.0 FTE Library Clerk to a 1.0 FTE Access Services Assistant in the St. John's Library work unit of the North Central Libraries Group (PO #80002) of the Library's Public Services Division. The Library business model has changed due to the implementation of the Access Services Assistant and the St. John's 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.

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

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?

There are no net budgetary changes due to this reclassification.

8. What do the changes accomplish?

The change in classification more accurately reflects the level and scope of job duties.

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

In the St. Johns Library a 1.0 FTE Library Clerk will be reclassified to a 1.0 FTE Access Services Assistant.

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: _____