



**MULTNOMAH COUNTY
AGENDA PLACEMENT REQUEST
BUDGET MODIFICATION**

(revised 08/02/10)

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C-2 DATE 2/10/11
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 2/10/2011
Agenda Item #: C-2
Est. Start Time: 9:30 a.m.

BUDGET MODIFICATION: LIB-04

Agenda Title: BUDGET MODIFICATION # LIB-04 Reclassifying One Vacant Position in the Library Neighborhood Libraries Division

Note: For all other submissions (i.e. Notices of Intent, Ordinances, Resolutions, Orders or Proclamations) please use the APR short form.

Requested Meeting Date:	<u>February 10, 2011</u>	Amount of Time Needed:	<u>Not Applicable</u>
Department:	<u>Library</u>	Division:	<u>Neighborhood Libraries</u>
Contact(s):	<u>Shelly Kent</u>		
Phone:	<u>503-988-3908</u>	Ext.	<u></u>
Presenter Name(s) & Title(s):	<u>Consent Agenda</u>		
I/O Address:	<u>317/ADM/SUPSV</u>		

General Information

1. What action are you requesting from the Board?

Requesting Board approval to reclassify one .75 FTE vacant Library Page position to a .50 FTE Library Clerk position.

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 #1644 has been approved by Shelly Kent, Human Resources Manager for the Department of Libraries and the Class/Comp Unit of Central HR to reclassify existing position 707703 from Library Page (7203) to Library Clerk (7202).

Reason for Classification Decision:

This position located at Capitol Hill will provide assistance to internal and external customers by checking in an out library materials, issuing library cards, creating and updating patron records, taking fines and payments for lost materials, negotiating fine and fee payment plans or waiving charges, providing information on policies and procedures; balancing and reconciling cash amounts and maintaining and processing cash records. Library Page positions are not responsible for the above customer service, circulation and cash handling duties. The overall scope and responsibilities

**Budget Modification APR
Submit to Board Clerk**

outlined in this position are consistent with the duties performed by other Library Clerks and best fit the criteria of the Library Clerk (7202) classification.

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

For the current year there is a net savings of \$3,738 in the Library Fund, which will be budgeted in Temporary Personnel in Neighborhood Libraries Management (805110), and a \$1,135 decrease in Fund 3500 for insurance reimbursement.

On an ongoing basis there is a savings of \$8,900 in the Library Fund.

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?**
There is a decrease of \$3,738 in the personnel expenditures budget in Capitol Hill Library, cost center 805230, offset by an increase of \$3,738 in the personnel expenditures budget of Neighborhood Libraries Management, cost center 805110.
- **What do the changes accomplish?**
The change in classification more accurately reflects the level and scope of the job duties.
- **Do any personnel actions result from this budget modification? Explain.**
In Capitol Hill Library a .75 FTE Library Page position will be reclassified to a .50 FTE Library Clerk position.
- **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:

2/1/2011

Vailey Oehlke

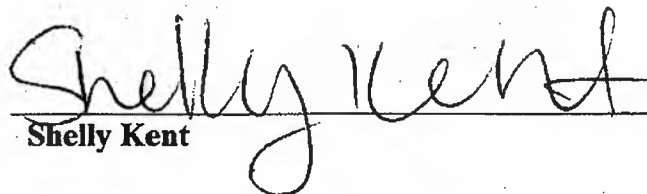
Budget
Analyst:



Date: 2/1/2011

Ching Hay

Department
HR:



Date: 2/1/2011

Shelly Kent

Countywide
HR:



Date: 2/1/2011

Candace Busby

Budget Modification APR
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Budget Modification ID: **BM-LIB-04****EXPENDITURES & REVENUES**

Please show an increase in revenue as a negative value and a decrease as a positive value for consistency with SAP.

Budget/Fiscal Year: 2011

Line No.	Fund Center	Fund Code	Program #	Func. Area	Accounting Unit		Cost Element	Current Amount	Revised Amount	Change Increase/ (Decrease)	Subtotal	Description
					Internal Order	Cost Center						
1	80-50	1510	80002	70		805230	60000	383,706	381,566	(2,140)		Permanent
2	80-50	1510	80002	70		805230	60130	117,534	117,071	(463)		Salary Expenses
3	80-50	1510	80002	70		805230	60140	146,273	145,138	(1,135)		Insurance Benefits
4	80-50	1510	80016	70		805110	60100	0	3,738	3,738	0	
5											0	
6	72-10	3500		20		705210	50316			1,135		Insurance Revenue
7	72-10	3500		20		705210	60330			(1,135)		Offsetting Expenditure
8											0	
9												
10												Insurance Revenue
11												Offsetting Expenditure
12									0			
13									0			
14									0			
15									0			
16									0			
17									0			
18									0			
19									0			
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25									0			
26									0			
27									0			
28									0			
29									0			
										0	0	Total - Page 1
										0	0	GRAND TOTAL

MULTNOMAH COUNTY
LIBRARY



205 N.E. Russell Street • Portland, OR 97212-3796 • PHONE: 503.988.5402 • FAX: 503.988.5441

Vailey Oehlke, Director of Libraries

To: Patti Vincent
From: Shelly Kent, Human Resources Manager, Department of Libraries
Date: December 15, 2010
Subject: Classification Request – Library Clerk (7202)

I have completed our review of your request and the decision is outlined below.

Request Information:

Date Request Received: 12/8/10	Position Number: 707703
Current Classification: Library Page	Requested Classification: Library Clerk
Job Class Number: 7203	Job Class Number: 7202
Pay Grade: 1	Pay Grade: 9

Request is: ☒ Approved as Requested Effective Date: 12/13/10

Allocated Classification: Library Clerk	Job Class Number: 7202
Pay Range: \$30,735.36 - \$37,751.04	Pay Grade: 9
Annually	

This classification decision is subject to all applicable requirements stated in MC Personnel Rule 5-50 including the provision that Central HR may re-evaluate the classification decision up to one year from the date of issue to ensure duties and work are being carried out as originally described. Further, this allocation may require Board of County Commissioners' approval, so this decision is considered preliminary until such approval is received.

Position Information:

- ☒ Vacant - see New/Vacant Section
- ☒ Filled & incumbent reclassified - see Employee Information Section
- ☒ Filled & incumbent not reclassified with position - see New/Vacant Section

New/Vacant Position Information:

If the position is vacant or incumbent not reclassified with position, position must be filled in accordance with the normal appointment procedures. If position is reclassified due to reorganization, a limited recruitment process may be conducted. Please consult with the Library Human Resources Unit for assistance.

Reason for Classification Decision:

This position located at Capital Hill will provide assistance to internal and external customers by checking in and out library materials, issuing library cards, creating and updating patron records, taking fines and payment for lost material, negotiating fine and fee payment plans or waive charges, providing information on policies and procedures; balancing and reconciling cash amounts and maintain and process cash records. Library Page positions are not responsible for the above customer service, circulation and cash handling duties. The overall scope and responsibilities outlined in this position are consistent with the duties performed by other Library Clerks and best fit the criteria of the Library Clerk (7202) classification.

If you have any questions, please feel free to contact me at 503-988-3908.

cc: Olga Ward, Class Comp
Vicki Cornwell, HR Maintainer
Bryan Lally,