



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

APPROVED: MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C-6 DATE 12/21/17
MARINA BAKER, ASST BOARD CLERK

Board Clerk Use Only

Meeting Date: 12/21/17
Agenda Item #: C.6
Est. Start Time: 9:30 a.m.
Date Submitted: 12/15/17

Agenda Title: BUDGET MODIFICATION # Lib-06-18: Reclassify 3 Library Clerk positions to Access Services Assistant

Requested Meeting Date: December 21, 2017 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): N/A Consent Agenda

General Information

1. What action are you requesting from the Board?

Requesting approval of Budget Modification Lib-06-18 to reclassify three 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 #3922 has been approved by the Class Comp unit of Central HR to reclassify vacant existing position 705882 from a .75 FTE Library Clerk to a .75 FTE Access Services Assistant in the Albina Library work unit of the Inner/South County Libraries Group (PO #80003) of the Library's Public Services Division. The Library business model has changed due to the implementation of the Access Services Assistant and the Albina 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 #3928 has been approved by the Class Comp unit of Central HR to reclassify vacant existing position 702520 from a .75 FTE Library Clerk to a .75 FTE Access Services Assistant in the Belmont Library work unit of the Inner/South County Libraries Group (PO #80003) of the Library's Public Services Division. The Library business model has changed due to the implementation of the Access Services Assistant and the Belmont 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 #3929 has been approved by the Class Comp unit of Central HR to reclassify vacant existing position 702916 from a 1.0 FTE Library Clerk to a .50 FTE Access Services Assistant in the Belmont Library work unit of the Inner/South County Libraries Group (PO #80003) of the Library's Public Services Division. The Library business model has changed due to the implementation of the Access Services Assistant and the Belmont 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. The remaining .50 FTE is accounted for in classification request #3930.

Classification request #3930 has been approved by the Class Comp unit of Central HR to create new position 719208, a .50 FTE Access Services Assistant in the Belmont Library work unit of the Inner/South County Libraries Group (PO# 80003) of the Library's Public Services Division. Position 719208 is the remaining .50 FTE from the reclass of position 702916 in classification request #3929.

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?

Public Services:

Permanent personnel in cost center 805210 (Albina Library) are decreased \$1,684 and central indirect is decreased \$45.

Permanent personnel in cost center 805220 (Belmont Library) is decreased \$12,141 and central indirect is decreased \$327.

Temporary personnel in cost center 805000 (Public Services Division Management) is increased \$14,197.

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 Albina Library a .75 FTE Library Clerk is reclassified to a .75 FTE Access Services Assistant.

In Belmont Library a .75 FTE Library Clerk is reclassified to a .75 FTE Access Services Assistant; a 1.0 FTE Library Clerk is reclassified to a .50 FTE Access Services Assistant and a new .50 Access Services Assistant position is created.

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: December 15, 2017

Budget Analyst: Jeff Renfro /s/

Date: December 15, 2017

Department HR: Johnette Easter /s/

Date: December 15, 2017

Countywide HR: Karie Miller /s/

Date: December 15, 2017

Exp/Rev/FTE - Budget Modification

Budget Year: 2018

Budget Modification: Lib-06-18

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 | 80003-18 | 1510 | | | 805210 | 60000 - Permanent | 524,752 | 523,536 | (1,216) | |
| 2 | 80003-18 | 1510 | | | 805210 | 60130 - Salary Related Expns | 193,108 | 192,720 | (388) | |
| 3 | 80003-18 | 1510 | | | 805210 | 60140 - Insurance Benefits | 215,864 | 215,784 | (80) | |
| 4 | 80003-18 | 1510 | | | 805210 | 60350 - Central Indirect | 26,387 | 26,342 | (45) | |
| 5 | 80003-18 | 1510 | | | 805220 | 60000 - Permanent | 908,166 | 899,369 | (8,797) | |
| 6 | 80003-18 | 1510 | | | 805220 | 60130 - Salary Related Expns | 331,926 | 328,058 | (3,868) | |
| 7 | 80003-18 | 1510 | | | 805220 | 60140 - Insurance Benefits | 363,761 | 364,285 | 524 | |
| 8 | 80003-18 | 1510 | | | 805220 | 60350 - Central Indirect | 45,204 | 44,877 | (327) | |
| 1510 Total | | | | | | | | | | (14,197) |
| Total | | | | | | | | | | (14,197) |
| | | | | | Program Offer Number 80003-18 Total | | | | | (14,197) |
| 9 | 80022-18 | 1510 | | | 805000 | 60100 - Temporary | 22,851 | 37,048 | 14,197 | |
| 1510 Total | | | | | | | | | | 14,197 |
| Total | | | | | | | | | | 14,197 |
| | | | | | Program Offer Number 80022-18 Total | | | | | 14,197 |

Exp/Rev/FTE - Budget Modification

Budget Year: 2018

Budget Modification: Lib-06-18

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 |
| 702520 | 7202 | Library Clerk | | 1510 | 805220 | (0.75) | (31,471) | (12,167) | (13,777) | (57,415) |
| 702520 | 7212 | Access Services Assistant | | 1510 | 805220 | 0.75 | 23,930 | 7,644 | 13,280 | 44,854 |
| 702916 | 7202 | Library Clerk | | 1510 | 805220 | (1.00) | (41,962) | (13,403) | (18,369) | (73,734) |
| 702916 | 7212 | Access Services Assistant | | 1510 | 805220 | 0.50 | 15,954 | 5,096 | 9,956 | 31,006 |
| 705882 | 7202 | Library Clerk | | 1510 | 805210 | (0.75) | (26,240) | (8,381) | (13,432) | (48,053) |
| 705882 | 7212 | Access Services Assistant | | 1510 | 805210 | 0.75 | 23,930 | 7,644 | 13,280 | 44,854 |
| 719208 | 7212 | Access Services Assistant | | 1510 | 805220 | 0.50 | 15,954 | 5,096 | 9,956 | 31,006 |
| Total Annualized Changes: | | | | | | 0.00 | (\$19,905) | (\$8,471) | \$894 | (\$27,482) |

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 |
| 702520 | 7202 | Library Clerk | | 1510 | 805220 | (0.38) | (15,735) | (6,084) | (6,888) | (28,707) |
| 702520 | 7212 | Access Services Assistant | | 1510 | 805220 | 0.38 | 11,965 | 3,822 | 6,640 | 22,427 |
| 702916 | 7202 | Library Clerk | | 1510 | 805220 | (0.50) | (20,981) | (6,702) | (9,184) | (36,867) |
| 702916 | 7212 | Access Services Assistant | | 1510 | 805220 | 0.25 | 7,977 | 2,548 | 4,978 | 15,503 |
| 705882 | 7202 | Library Clerk | | 1510 | 805210 | (0.38) | (13,181) | (4,210) | (6,720) | (24,111) |

Exp/Rev/FTE - Budget Modification

Budget Year: 2018

Budget Modification: Lib-06-18

| Position Number | JCN | JCN Description | HR Org | Fund | Cost Object Number | Current Year | | | | |
|----------------------------------|------|---------------------------|--------|------|--------------------|--------------|-------------------|------------------|-------------------|-------------------|
| | | | | | | FTE | Base Pay (60000) | Fringe (60130) | Insurance (60140) | Total |
| 705882 | 7212 | Access Services Assistant | | 1510 | 805210 | 0.38 | 11,965 | 3,822 | 6,640 | 22,427 |
| 719208 | 7212 | Access Services Assistant | | 1510 | 805220 | 0.25 | 7,977 | 2,548 | 4,978 | 15,503 |
| Total Current FY Changes: | | | | | | 0.00 | (\$10,013) | (\$4,256) | \$444 | (\$13,825) |