

CITY OF MADISON
INTER-DEPARTMENTAL
CORRESPONDENCE

DATE: October 21, 2008

TO: Personnel Board

FROM: Michael Lipski, Human Resources

SUBJECT: Creation of Library Security Monitor Classification

Carol Froistad, Reference and User Services Supervisor for the Madison Public Library, requested the creation of a new classification for the library to provide security and library services. Although the existing Security Officer (hourly) classification could be modified to meet the needs of the library, several new roles require the development of a new classification.

The Library Security Monitor (see attached) will perform routine library tasks such as shelving books, straightening shelves and displays, searching for items, and checking items in. In addition, the Library Security Monitor will be responsible for patrolling and securing the library for patron safety, confronting patrons or unauthorized personnel to stop unauthorized behaviors, and enforcing the library's behavior policy.

This work is specific to a degree that it is not covered by an existing classification. Accordingly, I am requesting a new classification be created called Library Security Monitor, at an hourly rate of \$13.30/hr. This rate is consistent with the Security Officer position, which is appropriate as it is contemplated that 70% of the incumbent's time will be spent on security related duties. We have prepared the necessary Ordinance to implement this recommendation.

Attachment

cc: Carol Froistad
Mike Dieters

Editor's Note:

Compensation Group/Range	2008 Hourly Rate
16/ Hourly	\$13.30