

CITY OF MADISON  
**INTER-DEPARTMENTAL**  
CORRESPONDENCE

DATE: June 5, 2012

TO: Personnel Board

FROM: Larry Oaks, Human Resources

SUBJECT: **Library Maintenance Coordinator**

At the request of Library management, I conducted a study of the position (#448) of Maintenance Mechanic 2 (occupied by C. Bowe) in Compensation Group 15, Range 09. As initially conceived, this position was charged with the performance of skilled work in the repair and maintenance of library facilities (as well as associated day-to-day leadership responsibilities).

As this position has evolved, the incumbent now plays a much expanded role in assessing the maintenance/operational needs of library facilities and assuming more direct responsibility for the overall maintenance program (in addition to the prior technical role). In this context, I don't believe that the work is adequately described by the current class, and recommend the creation of the new class of "Library Maintenance Coordinator" (class specification attached).

I recommend that this new class be placed in Compensation Group 15, Range 11. This placement reflects an adequate increase (8.5%) relative to the prior assignment and appropriately aligns this position with "Public Works Foreperson" (18/05)—a class with related programmatic responsibilities.

Given the fact that this role has evolved to its current level, reallocation of the incumbent is appropriate.

I have prepared the necessary ordinance and resolution to implement this recommendation.

cc: Mark Benno, Madison Public Library  
Mike Deiters, Labor Relations

Attachment

Compensation Group/Range	2007 Annual Minimum (Step 1)	2007 Annual Maximum (Step 5)	2007 Annual Maximum (w/Longevity)
15/09	41,463	48,455	54,262
15/11	44,081	52,594	58,916
18/05	44,240	51,293	57,460