

TO: Personnel Board

FROM: Michael Lipski, Human Resources

DATE: March 27, 2012

SUBJECT: Librarian 2/Administrative Clerk 1

At the request of the former Library Director, Barb Dimick, and current Interim Library Director, Susan Lee, I have studied the position (#415) of Librarian 2 (CG33, Range 02) currently occupied by Janet Anderson, and position #529 of Administrative Clerk 1 (CG32, Range 04), currently occupied by Thomas Campbell. Both positions work in the Technical Services area of the Library. Since taking over as Library Business Operations Manager in October, 2011, and even before, Ms. Lee has delegated the day to day operations of the Technical Services Division to Ms. Anderson. Ms. Anderson oversees the work of the Division, ensuring assignments are carried out and providing support for the staff of the Division. In addition, Ms. Anderson has taken a leadership role in the transition to the Koha collection/cataloging/check-out software. Mr. Campbell has also taken on additional duties beyond his classification of Administrative Clerk 1. I have met with Ms. Lee and the incumbents. Based on these meetings, a review of the position descriptions (attached), and the City of Madison Personnel Rules, I recommend that Ms. Anderson be reclassified to a Librarian 3, CG33/03 and that Mr. Campbell be reclassified to a Program Assistant 1, CG32/06.

Ms. Anderson has worked in Technical Services since 1985, and became a professional Librarian in around 1988. Because of this longevity in the Division, as mentioned above, Ms. Anderson took on leadership responsibilities within the Division starting in 2010. Around that time, the Library began moving towards a new software, KOHA, for cataloging, collections, and acquisitions. While Ms. Lee, as Library Business Operations Manager, is responsible for the overall migration to the new software, the day-to-day implementation has been delegated to Ms. Anderson. Ms. Anderson oversees the process of acquisitions and cataloging, including where the materials go, what codes are used, and what information goes into the records. Ms. Anderson also interacts with the branches regarding what materials are coming to the various branches.

The Librarian 2 class spec (attached) identifies

...responsible professional library work. Employees may be assigned to a variety of library programs, services and functions necessitating judgment and discretion in their development and implementation. Employees may lead and/or coordinate subordinates as assigned.

Specific responsibility may include

Actively participate in the development and maintenance of library collections. Evaluate collections and exercise professional judgment in recommending and/or purchasing library materials; and/or in removing outdated or unwanted materials. Analyze collection/customer usage data to maintain awareness of collection relevance to customer needs, and recommend changes as appropriate. Utilize the automated acquisition module for ordering and recordkeeping. Oversee acquisitions budgets for assigned collections.

On the other hand, a Librarian 3 (attached) describes

...responsible advanced-level professional library work in providing leadership, coordination and management of staff, library collections and assigned facilities. This class is also characterized by primary emphasis on the development and implementation of a major library program. Work involves considerable programmatic responsibility, judgment and discretion.

The work Ms. Anderson is performing within Technical Services falls within the Librarian 3 description. While not formally a supervisor, Ms. Anderson functions as the leadworker Librarian within Technical Services. There are 3 other professional librarians, 3 Library Assistants, and 7 permanent administrative staff within the Division. According to Ms. Anderson's position description (attached), 60% of her time is spent developing, implementing, and managing the overall workflow within Technical Services. This includes overseeing and assigning duties and responsibilities to lower level staff. An additional 20% of her time is serving as the point person for the development of Technical Services functions. It is apparent that this is advanced-level work in providing leadership to library staff and collections. The collections and acquisitions constitutes a major library function, and overseeing the Division requires considerable programmatic responsibility, judgment, and discretion. In addition, because Ms. Anderson's position is not supervisory, and any issues with performance or discipline would continue to be handled by the Library Business Operations Manager, continued placement in the Professional Librarian bargaining unit remains appropriate. As such, Ms. Anderson's position should be recreated as a Librarian 3 (CG33, R03) and she should be reallocated to the new position.

Mr. Campbell also works in Technical Services as an Administrative Clerk 1 (CG32, R04). The Technical Services unit has an Administrative Clerk 2 (CG32, R06) in the Division who works with purchasing and invoices for the acquisitions. Mr. Campbell and the Administrative Clerk 2 perform similar work relative to purchasing except that the Administrative Clerk 2 works in the City's SxD system, whereas Mr. Campbell does not do this part of the job. However, Mr. Campbell has also taken on increased responsibility for acquisition and cataloging activities relative to A/V materials. Mr. Campbell has also taken on increased responsibility for the Library's movement to Radio Frequency identification (RFID) on materials, which leads to an easier check-out system at the branches. Mr. Campbell led the implementation of the RFID at the South Madison branch and will continue to lead this at other branches. In reviewing the submitted position description (attached), Mr. Campbell spends 60% of his time supporting the collections cataloging and acquisition process. Mr. Campbell also spends approximately 10% of his time creating specialized reports and statistics for the Library Business Operations Manager regarding collections holdings and usage.

A Program Assistant 1 is described as

...responsible administrative support and advanced-level secretarial and/or programmatic work in a City department, division or other independent program unit. Employees in this class perform a wide variety of administrative, secretarial, and program support functions including such functions as office management; secretarial services to program head and professional staff; programmatic recordkeeping and reporting; performance and/or coordination of specialized program functions; and/or direct involvement in budget development and monitoring. The work requires exercising considerable judgment and discretion in the interpretation and application of policies and the development of operating systems and procedures.

The distinguishing feature between a Program Assistant 1 and an Administrative Clerk 1 is that the Program Assistant 1 performs activities in support of a specific program, such as the collections program within the Library. The Program Assistant 1 is expected to have specialized knowledge regarding the program, provide support services directly to the program head. Mr. Campbell's work in purchasing, cataloging, and creating reports, and the fact that this is the vast majority of the position's time, make his placement in the Program Assistant 1 classification appropriate. As stated in previous memos, I am phasing out usage of the Administrative Clerk 2 classification. As such, in order to accomplish this movement, I recommend creation of the classification of Program Assistant 1 in CG32, R06, consistent with the placement of the Administrative Clerk 2 classification. I then recommend that Mr. Campbell's position be recreated as a Program Assistant 1 (CG32, R06) with reallocation of Mr. Campbell to the new position.

We have prepared the necessary Resolutions to implement this recommendation.

Attachments

Compensation Group/Range	2012 Annual Minimum (Step 1)	2012 Annual Maximum (Step 5)	2012 Annual Maximum +12% longevity
32/04	38,102	43,027	48,178
32/06	40,513	45,530	50,986
33/02	49,675	58,489	65,520
33/03	53,882	63,939	71,604

cc: Susan Lee—Interim Library Director
 Jan Anderson—Librarian 2
 Tom Campbell—Administrative Clerk 1
 Greg Leifer—Labor Relations Manager
 Jennifer McCully—AFSCME Local 60