

TO: Finance Committee

FROM: Julie Trimbell, Human Resources

DATE: May 26, 2017

SUBJECT: Clerk Typist 2– Sequoya Library

Library Director Greg Mickells is requesting an increase in the FTE percentage of Clerk Typist 2 position #436 (currently 0.6 FTE and underfilled as a Clerk Typist I by Ms. Sarah Johns) in CG32, Range 02. The increase would provide greater training capacity for new hourly staff members at the Sequoya Library, as well as other library locations. Upon reviewing the proposal and justification submitted by the Library, I recommend the recreation of the 0.6 FTE Clerk Typist 2 position, #436, to a 0.8 FTE position.

The responsibilities of this position include training hourly staff hired at the Sequoya library. An increase in FTE will allow for more capacity to provide training at Sequoya in addition to assisting with training at other library locations. The additional hours will result in greater consistency in library operations by having a single staff member performing the majority of training. The increase to 0.8 FTE will also provide greater efficiency to administrative clerks, Library Assistants and the supervisor who will be able to provide better service delivery in other areas.

Madison Public Library intends to fund the increase in FTE through salary savings resulting from holding vacancies open during 2017.

Based on the prior analysis, I recommend recreation of the Clerk Typist 2 position #436 from 0.6 FTE to 0.8 FTE, within the Library operating budget

The necessary resolution to implement this recommendation has been drafted.

Editor’s Note:

| Compensation Group/Range | 2017 Annual Minimum (Step 1) | 2017 Annual Maximum (Step 5) | 2017 Annual Maximum +12% longevity |
|--------------------------|------------------------------|------------------------------|------------------------------------|
| 32/02 | \$39,259 | \$43,614 | \$48,847 |

cc: Greg Mickells – Library Director
 Krissy Wick – Library Associate Director
 Marc Gartler – Librarian 3
 Greg Leifer – Employee and Labor Relations Manager