

TO: Finance Committee

FROM: Mike Lipski, Human Resources

DATE: April 9, 2019

SUBJECT: Program Assistant 1—Library

Library Director Greg Mickells and Library Business Operations Manager Susan Lee are requesting that a current position of Program Assistant 1 (#529, CG32, R06) be recreated as a Librarian 1 (CG33, R01) to work with the Library’s Technical Services unit. The Technical Services unit has seen a significant increase in the amount of working coming from the South Central Library System (SCLS) and it was determined that based on the updated position description, the position should be studied to determine whether the work is more consistent with a professional Librarian 1. After review, and for the reasons outlined below, I recommend that the position be recreated as a professional Librarian 1 to work in the Technical Services unit. The position will be posted to current Library employees. The incumbent will continue to underfill the position as a Program Assistant 1 until completion of the hiring process.

The Program Assistant 1 position was created in 2012 to work in the Technical Services unit, supporting movement to Radio Frequency identification (RFID) on library materials. The incumbent, Mr. Thomas Campbell, led implementation of this process at the various neighborhood libraries. However, over time, the duties of the position have continued to change. Since 2017, a librarian in Technical Services retired, and another transferred to another work unit. As a result, many cataloging duties have fallen on to this Program Assistant position. In fact, the position is the main cataloger of DVD materials for the Madison Library and the entire SCLS. Because the Library supports cataloging for the 47 member library SCLS, and receives payment for this service, it is important that the duties are carried out efficiently and successfully. Ms. Lee has been working on a staffing model to ensure the best possible support, and in reviewing this, she concluded that it would be most appropriate to recreate this Program Assistant 1 as a Librarian, reflective of the work assigned. Mr. Campbell has been receiving out-of-class pay for over a year to the level of Librarian based on the work he has been performing, and most of his Program Assistant duties have been divided among other paraprofessional staff in the Technical Services unit. It does not appear that the level of work is going to be lessened any time soon, which is why instead of ongoing out-of-class pay, it is appropriate to recreate and fill the position as a professional Librarian. Because this would be a change in bargaining units, we cannot reclass the incumbent. However, the intent will be to post the Librarian 1 position internally, with Mr. Campbell continuing to underfill the position as a Program Assistant until the process is complete.

We have prepared the necessary resolution to implement this recommendation.

Editor’s Note:

Compensation Group/Range	2019 Annual Minimum (Step 1)	2019 Annual Maximum (Step 5)	2019 Annual Maximum +12% longevity
32/06	\$48,024	\$53,971	\$60,447
33/02	\$55,385	\$63,872	\$71,536

cc: Greg Mickells—Library Director
 Krissy Wick—Director of Public Services
 Susan Lee—Business Manager
 Greg Leifer—Employee and Labor Relations Manager