

TO: Finance Committee

FROM: Julie Trimbell, Human Resources

DATE: December 9, 2021

SUBJECT: Madison Public Library – Library Assistant/Clerk

Library Director Greg Mickells is requesting the recreation of a 0.5 FTE Library Assistant 1 position, #3376, (CG32-05), currently vacant, to a 0.6 FTE Clerk 1 position (CG32-01) to reorganize work that better aligns duties with skill sets and classifications. Following a review of the position description and work units, I recommend the 50% Library Assistant 1 position be recreated as a 60% Clerk 1 position due to the type and level of responsibilities required of this position.

The Central Library has two new vacant positions as a result of several internal employee transfers and would like to take the opportunity to reorganize duties and assignments within multiple work units. In order to accomplish this, the Madison Public Library is requesting to recreate a 50% Library Assistant 1 position to a 60% Clerk 1 position to perform circulation desk work, such as checking-in/out materials, assisting with patron registration, answering questions, explaining library regulations, shelving, managing hold lists, etc. These job responsibilities align better with those of the Clerk 1 classification. This change will create a better staffing and scheduling structure for the Library providing more desk coverage, and it will also allow greater benefits for this position in order to attract more qualified applicants.

As the Clerk 1 classification already exists in the City’s classification scheme, recreation of a Library Assistant 1 position within the Library operating budget may be authorized directly by the Finance Committee, according to Mayoral APM 2-4. Therefore, I am recommending recreation of a 0.5 FTE Library Assistant 1 position, #3376, to a 0.6 FTE Clerk 1 position, within the Library budget, to be posted and filled through an internal competitive process.

The necessary resolution to implement this recommendation has been drafted.

Editor’s Note:

Compensation Group/Range	2021 Annual Minimum (Step 1)	2021 Annual Maximum (Step 5)	2021 Annual Maximum +12% longevity
32/05	\$47,899	\$54,191	\$60,694
32/01	\$37,791	\$43,464	\$48,679

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