

TO: Finance Committee

FROM: Mike Lipski, Human Resources

DATE: December 11, 2017

SUBJECT: Library Assistant 1—Library

Library Director Greg Mickells is requesting that a current vacant position of Library Assistant 1 (#513, CG32, R05) be recreated as a Librarian 1 (CG33, R01) to work with the Library’s Collection Management unit. The Library Assistant 1 position recently became vacant 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 vacant position be recreated as a professional Librarian 1 to work in the Collections Management unit.

The Library Assistant position was created in approximately 2013 to work at the Central Library. At the time it was created, the intent was to have it work at the various public service desks and perform para-professional work at the circulation desk. However, over the last 12-18 months, as vacancies have occurred in the collections area, the position has been utilized to fill in. In May, 2017, I approved out-of-class work for this position for up to 50% of the time as it was performing professional work in the area of collections. Upon it becoming vacant, it was determined that the position should be dedicated to professional collections work, as well as professional work at the reference desk in the Central Library; both responsibilities make up 80% of the updated position description (see attached).

The Collections Management unit is responsible for purchasing new books, reviewing existing ones, and cycling out older or out-of-date materials. Molly Warren, the Library Supervisor over Collections, supervises 2 professional Librarians, one who oversees fiction materials and one for non-fiction. Otherwise, various positions throughout the system have time dedicated to collections work, in addition to their other duties. Recreating the Library Assistant into a professional Librarian would provide Ms. Warren with a third full-time position to work on general collections work, including data analysis and budget responsibilities. Because this work aligns with a professional Librarian, and the previous incumbent was receiving out-of-class pay to perform this work for half the time, it is now appropriate to recreate this vacant position into a professional Librarian 1. We have prepared the necessary resolution to implement this recommendation.

Editor’s Note:

Compensation Group/Range	2018 Annual Minimum (Step 1)	2018 Annual Maximum (Step 5)	2018 Annual Maximum +12% longevity
32/05	\$44,931	\$50,834	\$56,934
33/01	\$53,642	\$61,861	\$69,285

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