

To: Board of Estimates
From: Michael Lipski, Human Resources
Date: December 7, 2013
Subject: Clerk Typist I-Library at Lakeview Branch Library

The Library has requested a study of the vacant position of Clerk Typist I (CG32-01) at the Lakeview Branch. Upon reviewing the vacant position and the needs of the branch, Director Greg Mickells and Community Services Manager Jane Roughen request that the vacant position be recreated as a Library Assistant I (CG32-05).

The Lakeview Branch Library is open Monday through Saturday, for a total of 57 hours per week. Public service staff at Lakeview consists of a 1.0 FTE Librarian II, 1.40 FTE Library Assistants, 1.0 FTE Clerk Typist 2 and 1.0 FTE Clerk Typists I. These positions all have responsibility for direct public services.

The Librarian has the highest responsibility for assisting the public with their full range of needs/inquiries. The Library Assistant has broad responsibility for staffing the circulation desk, the reference desk, and for assisting patrons with computer use. Library Assistants can also be responsible for the branch in the absence of a Librarian.

The Clerk Typist position at Lakeview Branch has had primary responsibility for the circulation function: checking borrowed books in and out; handling fines and lost or damaged items; and library card registration. The position has also played a lesser role in providing general computer assistance and in scheduling computer time. Furthermore, as noted below, it is only under very limited circumstances that the Clerk Typist I would be given responsibility to oversee the branch. A review of the Clerk Typist-Library class specifications (see attached) shows:

"...routine and responsible clerical support work in processing office records, data and materials based on the needs of the agency. Work may also include direct contact with the public."

Due to the limited number of staff members at the Lakeview Branch, added flexibility in terms of being able to supervise branch operations in the absence of a Librarian is crucial; this is the basis for the Library's request to recreate the Clerk Typist I as a Library Assistant I. The Library plans to expand the responsibility of the position to include assisting patrons on the computers, working at the reference desk, problem solving/troubleshooting, conducting research and overseeing the branch in the absence of the librarian.

A review of the class specification for Library Assistant I (see attached) shows:

"...responsible paraprofessional and clerical work in the Madison Public Library system. The work involves such functions as providing direct customer service to the public, providing support relative to the processing, ordering and cataloging of library materials, participating in collection maintenance and inter-library loan. The work... may involve the independent responsibility for the operation of a branch library or service in the librarian's absence."

This is consistent with what is outlined in the proposed position description. As such, I recommend the existing vacant Clerk Typist I position be recreated as Library Assistant I.

Editor's Note:

Compensation Group/Range	2013 Annual Minimum (Step 1)	2013 Annual Maximum (Step 5)	2013 Annual Maximum +12% longevity
32/02	\$35,933	\$39,919	\$44,720
32/05	\$39,919	\$45,163	\$50,570

cc: Greg Mickells-Library Director
Jane Roughen-Library Community Services Manager
Greg Leifer-Labor Relations Manager