

TO: Personnel Board
FROM: Otis Harris, Jr., Human Resources Analyst
DATE: 25 August 2023
SUBJECT: Library Program Assistant I, Madison Public Library

On February 20, 2022, Carlee Latimer, Program Assistant I - Library of the Madison Public Library, submitted a request to Human Resources for a position study of the Program Assistant I - Library classification, position #4581, in Compensation Group 32, Range 6; currently occupied by Carlee Latimer. This study request was to determine if the job responsibilities of the Program Assistant I - Library classification have changed significantly, and whether there is justification for reclassification to a higher range.

First, a review from the classification specification for the Program Assistant I - Library describes the work as:

...**programmatically support work** in a City department, division or other independent program unit. Employees in this class support a particular program or programs by **performing or coordinating specialized program functions, interpreting and applying programmatic policies and procedures, and performing administrative tasks in support of the program**. The work requires **exercising considerable judgment and discretion in the interpretation and application of policies**. Employees in this class work under the general supervision of the department, division, or program head and **may provide direction to limited numbers of permanent and/or non-permanent staff**. Work is distinguished from an Administrative Clerk in that Administrative Clerks perform a wide range of administrative tasks whereas a **Program Assistant is responsible for coordinating program functions and related administrative tasks in support of a program and which require more in-depth knowledge of program operations in order to carry out such tasks**. [Emphasis added]

This Program Assistant I - Library position focuses primarily on planning and organizing Bubbler events, serving as the Bubbler ambassador inside all libraries and for Library community engagement efforts, overseeing and performing programmatic administrative duties, assisting with coordination with Library staff, volunteers and intern who work with Bubbler, and communicating about The Bubbler to a wide variety of audiences. These duties made it logical to add the following duties to the Program Assistant I - Library position:

- Manages the growth in scale, impact and reach of the Bubbler programming. The Bubbler program has shifted from predominately operating in the Central Library into all 9 of the libraries and a number of satellite sites. These sites include Senior Centers and the Juvenile Detention Center. Satellite locations have grown from 10 to currently 50 sites. Coordination and consulting with artists, educators, neighborhood center leaders, school leaders and community partners.
- Coordinates Artist Residencies, Art Exhibitions(shows), Community driven requests and bridge building, and Hands on workshops like Digital Media Creation, Making Justice, and Educator Resources + Assessment tools. This includes managing the Request for Proposals/Open Calls process; training librarians on successfully supporting the program at their locations; completing assessments and reports on the work and progress of the Bubbler; and marketing to potential

Artists and participants. This also requires collaborating with the marketing department in management of Bubbler's website & The Bubbler's social media accounts.

- Leads diversity & equity focus in employment and contractors for The Bubbler. Is tasked to work on teams that focus on diversity, where evaluation of diversity in programming and artists happens, making sure to bring artists to the community that represent the community.
- Assists with the establishment and development in 2 new permanent physical spaces, The Pinney Studio (2020) and Thurber Park (2018).
- Maintains the 20 "maker kits" which have different themes. This support includes the managing, scheduling, maintenance/cleaning, resourcing, coordinating & promoting of each kit; and the timely distribution of the kits per request.
- Administers the budget for the program, directs funding equitably among libraries. Managing the timely distribution of funds. Provides coordination with Madison Public Library Foundation with writing grants, and serves as the consultant for supporting financing art exhibition needs.
- Consults with other libraries outside of Madison, community organizations, as well as presents webinars & at conferences on how to make "The Bubbler" work for other libraries.

These changes have increased the position's autonomy and discretion with work assignments, coordinating and prioritizing projects. The comparable responsibility of this work is a proposed position classification of Library Program Coordinator in Compensation Group 18, range 04, which is professional work equivalent to non-supervisory work in Compensation Group 33, range 01. The Library Program Coordinator classification, equivalent to the proposed Library Program Administrator requires:

This is a highly responsible, advanced-level, programmatic position that supports the **general daily operations, broader growth, and overall vision of The Bubbler at Madison Public Library on both a micro and macro level.** The work involves **responsibility for identifying community needs, coordinating program development, and developing and maintaining community relations and marketing needs.** The work often involves the coordination **of multiple scaled tasks, collaboration with other units inside and outside the agency, and maintenance of high standards of customer service, supply organization and communication.** Responsibilities are performed independently and collaboratively relative to determining the nature, timing and location of programming or outreach activities; **working with presenters and community partners; developing funding sources; establishing promotional methods; and interpreting, explaining and applying Library policy, strategic initiatives and procedures.** Bubbler programming is designed to foster a culture of creativity; to increase access, expand community-responsive, free cultural programming, connectivity, and tools of production; and to deepen relationships with community collaborators. Unlike many maker-focused programs within libraries housed exclusively in a single space within a location, The Bubbler is unique in its system-wide approach to learning through art and connection to one another in all 9 library buildings and in spaces and places around Madison that are accessible to the community." This position serves as **an internal and external ambassador of The Bubbler at Madison Public Library both throughout the library system, as well as within community spaces city-wide.** This position is responsible for **program implementation support, record-keeping, and organizational/administrative tasks related to the Bubbler program at all locations under the supervision of the Bubbler Manager in alignment with the library's strategic goals.** This position supports Madison Public Library's commitment to equity. An employee in this position will be assigned to **support a variety of library programs, services and functions at locations throughout the community, necessitating judgment and discretion in their development and implementation.** [Emphasis added]

While this position would appropriately be placed in Compensation Group 18, range 04, a new classification in Compensation Group 33, range 01 is most appropriate given the lack of supervisory responsibilities and the goal to maintain this in the same General Municipal Association. This position is vital in the development and tracking of The Bubbler program budgets, expenses and grants. Therefore not assigning this work would cause a decrease in the hands-on programming, artist residences and other contractors. A potential decrease in outside funding (private donations, grants and other funding sources) may also be a result of not assigning this work.

After a review of the position, meeting with the supervisor, the employee, their employee association representatives, and upon a full analysis, I recommend the following for the reasons outlined in this memo:

- Create the Library Program Administrator classification in Compensation Group 33 range 01
- Recreate position numbers #4581 in the new Library Program Administrator classification in the permanent salary detail of the 2023 Library Division operating budget; and
- Reallocate the employee Carlee Latimer, to the position in Compensation Group of 33 and Range 01

The necessary resolution to implement this recommendation has been drafted.

Editor’s Note:

Effective Date: March 5, 2023

Compensation Group/Range	2023 Annual Minimum (Step 1)	2023 Annual Maximum (Step 5)	2023 Annual Maximum (+12% longevity)
32/06	\$ 52,364.26	\$ 58,848.14	\$ 65,910.00
33/01	\$ 60,390.46	\$ 69,644.38	\$ 78,001.82

cc: Greg Mickells – Library Director
 Erin Hillson - HR Director
 Kristian Wick – Public Services Director
 Emaan Abdel-Halim – HR Services Manager
 Martin Alvarado – Association Representative
 Trent Miller – Library Program Manager
 Carlee Latimer - Employee