

TO: Personnel Board

FROM: Julie Trimbell, Human Resources

DATE: July 5, 2022

SUBJECT: Library Maintenance Coordinator – Madison Public Library

The Human Resources Department received a request from Library Director Greg Mickells on February 25, 2022 to study the 1.0 FTE position #448 of Library Maintenance Coordinator (CG 15, Range 11), which is currently filled by Brian Jensen. Upon reviewing the updated position description and class specification, conducting interviews with Brian and Library Facilities Manager Mark Benno, and meeting with Principal Architect Bryan Cooper from Engineering to review other related classifications within the City, I recommend the following:

- Delete the classification of Library Maintenance Coordinator in CG15, Range 11;
- Create a new classification of Library Facilities and Maintenance Coordinator in CG15, Range 12;
- Recreate position #448 into the new classification;
- Reallocate the employee to the new position.

The Library Maintenance Coordinator is responsible for overseeing and coordinating maintenance and custodial services and staff throughout the nine public libraries as described in the classification specification:

...**responsible and skilled leadership work** in the **planning and oversight** of the Madison Public Library's Facilities Maintenance and Custodial Services Program; and in the **performance of the more technical elements of that work**. Under the general supervision of the Library Facilities Manager, this position exercises judgment and initiative, within delegated parameters, in meeting programmatic objectives. [emphasis added]

Brian has served as the Library Maintenance Coordinator since 2018. Since that time, the responsibilities of this position have evolved to meet the changing needs and the technical advancement of the library facilities and equipment, and include the following changes:

- Over recent years, the Library has acquired more facilities they own rather than lease, which requires a broader scope of responsibility to maintain. The equipment and systems have also become more complex, which requires oversight by a technical expert for needs assessment and problem resolution.
- The Library has also been and is building new facilities where this position has been a part of the design team and systems design discussions, which includes sustainability and equity aspects as well as the technical side.

- The Library operates as a “retail space” whereby facilities are kept open to the public and operations functional during periods of renovation and repair. This requires project management skills and practices to ensure accessibility during such times.
- This position functions in a general contractor capacity on many projects with vendors to ensure completion within expected standards.
- This position also has responsibility for providing cost projections/analysis and recommendations, and has accountability for Capital Improvement Projects.

These new responsibilities are above and beyond the scope of the current classification as written. They require more technical, analytical and construction management skills, and as such warrant a new classification of Library Facility and Maintenance Coordinator with an increased salary range to compensate for the higher-level work being performed.

In terms of salary placement, the following classifications that perform similar work were reviewed:

- The Assistant Construction Manager series (CG 18, Ranges 6 and 8) describes professional construction management and administration work. Employees assist higher-level managers in the Engineering Division with remodeling and construction project work, but do not supervise staff. This work includes developing cost estimates, and monitoring schedules and work performance, which are similar to functions performed at the Library.
- The Public Works General Foreperson classification (CG 18, Range 7) is responsible for varied and technical supervisory work over public works maintenance activities and staff. Although this classification includes supervisory responsibility, it does not include the higher-level construction management work previously outlined at the Library, so it provides another benchmark from which to compare.

Although these classifications are not perfect matches for the work performed at the Library, they do provide a good context for salary placement of the new classification. In staying within CG 15, the most appropriate placement would be Range 12 as it falls within the ranges outlined above. In considering all aspects, placement at this level is appropriate given the technical, analytical and construction management work now required of this position, but without the supervision.

Due to the higher level of technical, analytical and construction management skills and work of position #448, I recommend deleting the classification of Library Maintenance Coordinator in CG15, Range 11, creating a new classification of Library Facilities and Maintenance Coordinator in CG15, Range 12, recreating position #448 in the new classification, and reallocating the employee to the new position, all within the Library operating budget.

The necessary resolution to implement this recommendation has been drafted.

Editor’s Note:

Effective Date: 3/6/2022

Compensation Group/Range	2022 Annual Minimum (Step 1)	2022 Annual Maximum (Step 5)	2022 Annual Maximum +12% longevity
15/11	\$59,979	\$71,561	\$80,149
18/6	\$61,752	\$72,708	\$81,433
15/12	\$63,572	\$75,310	\$84,347
18/7	\$64,137	\$75,977	\$85,094
18/8	\$66,981	\$79,484	\$89,022

cc: Greg Mickells – Library Director
Mark Benno – Library Facilities Manager
Erin Hillson – Employee and Labor Relations Manager
Jeff Blicharz – Local 236