

TO: Board of Estimates
FROM: Mike Lipski, Human Resources
DATE: January 8, 2016
SUBJECT: Custodial Worker 2—Library

Library Director Greg Mickells is requesting that a vacant Clerk Typist 2 (CG32, R02, Position #441) position be recreated as a Custodial Worker 2 (CG15, R03A) at the Central Library. The Clerk Typist 2 position has been vacant since December, 2012, and it has been determined at this time that the position is not necessary. Rather, the funds would be better used to create a new Custodial Worker 2 to help with increased needs at the Central Library. When the new Central Library opened in 2013, the space was expanded by 25,000 square feet over the previous facility, with an increase in visits, justifying the new position. In addition, the Central Library recently lost an hourly Building Cleaner, and instead of replacing that position, the work would be absorbed by this new permanent position. With the elimination of the Clerk Typist and the funds from the hourly Building Cleaner, there would be no overall cost impact on the Library operating budget. As a result, I recommend deleting the Clerk Typist position and recreating it as a Custodial Worker 2. The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

Compensation Group/Range	2016 Annual Minimum (Step 1)	2016 Annual Maximum (Step 5)	2016 Annual Maximum +12% longevity
32/02	\$38,429	\$42,691	\$47,814
15/03A	\$40,963	\$46,159	\$51,698

cc: Greg Mickells – Library Director
Mark Benno—Library Facilities Manager
Greg Leifer – Employee and Labor Relations Manager