

TO: Finance Committee

FROM: Julie Trimbell, Human Resources

DATE: June 5, 2018

SUBJECT: Madison Public Library – Library Assistant/Librarian

Library Director Greg Mickells is requesting the recreation of a 0.9 FTE Library Assistant 1 position, #4542, (CG32-05) currently occupied by Ms. Amanda Geske, to a 1.0 FTE Librarian 2 position (CG33-02) to provide additional youth programming services at Meadowridge Library. Following a discussion with Library Associate Director Krissy Wick, I recommend the Library Assistant 1 position be recreated as a Librarian 2 due to the type and level of responsibilities required of this position. The current incumbent will underfill the new position until an internal competitive process is complete, at which time the selected candidate will fill the new position and any underlying vacancy resulting from that process will be filled by the displaced employee.

The Meadowridge Library sees a significant number of youth in the library at any given time. In order to support these youth with positive outlets, reduce behavior incidents, and create a welcoming environment for all neighborhood residents, the Madison Public Library is requesting to create a full-time Librarian position to provide additional programming and to develop partnerships. These job responsibilities fall outside the scope of the current Library Assistant position, but do align with the job responsibilities of the Librarian classification.

Funding for the increased salary will be covered through the significant salary savings resulting from the retirement of a long-time Librarian 3. As the Librarian 2 classification already exists in the City’s classification scheme, recreation of a Library Assistant 1 position within the Library operating budget may be authorized directly by the Finance Committee, according to Mayoral APM 2-4. Therefore, I am recommending recreation of a 0.9 FTE Library Assistant 1 position, #4542, to a 1.0 FTE Librarian 2 position, within the Library budget, to be posted and filled through an internal competitive process. The recommendation to recreate as a Librarian 2 will allow for career progression from a Librarian 1.

The necessary resolution to implement this recommendation has been drafted.

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	\$50,833	\$56,933
33/02	\$57,030	\$67,149	\$75,207

cc: Greg Mickells – Library Director

Krissy Wick – Library Associate Director

Greg Leifer – Employee and Labor Relations Manager