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CITY MANAGER
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DEPARTMENT OF
PERSONNEL

PERSONNEL MANAGEMENT
SERVICES DIVISION

CITY OF SACRAMENTO
CALIFORNIA

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DONNA L. GILES
DIRECTOR OF
PERSONNEL

APPROVED
BY THE CITY COUNCIL

MAR 15 1988

OFFICE OF THE
CITY CLERK

March 7, 1988

City Council
Sacramento California

Honorable Members in Session:

SUBJECT: NEW, REVISED, AND ABOLISHED CLASSIFICATIONS RESULTING FROM THE CLASSIFICATION STUDY OF THE SACRAMENTO PUBLIC LIBRARY, 1986 - 1988, COMPLETED BY W AND J DAMERELL, PERSONNEL AND MANAGEMENT CONSULTANTS

SUMMARY

This report recommends salary and bargaining unit placement for the following new classifications: Librarian III - Regional Children's Services Coordinator; Librarian II - Children's Services Librarian; Librarian II - Library Automation Coordinator; Librarian I - Children's Services Librarian; Book Shelver; and Library Equipment Service Technician. This report recommends revising and retitling the following classifications: Minority Services Librarian to Librarian III - Minority Services Coordinator; Library Technician I to Library Technician. This report also recommends deleting the following classifications: Library Technician II; Library Page; Bookmobile Driver-Clerk; Bookmender.

BACKGROUND AND ANALYSIS

Beginning in January, 1986, a classification study was conducted of all positions in the Sacramento Public Library System, a joint City of Sacramento and County of Sacramento Department. The study was completed by W and J Damerell, Personnel and Management Consultants, who were contracted by both the City and County of Sacramento.

On February 18, 1988, the classification study was adopted by the City of Sacramento Civil Service Board and the Sacramento County Civil Service Commission. The adoption of the study necessitates the following amendments to the City's resolution relating to salary schedules and employer-employee relations policy:

I. NEW CLASSIFICATIONS:a. Librarian III - Regional Children's Services Coordinator

A Librarian III - Regional Children's Services Coordinator will oversee children's programs at the regional level. A separate class was established because the knowledges, skills, and abilities required to perform in the class are not general to the class of Librarian III.

The proposed salary range for the class is \$2,240.68 - \$2,723.59 per month. The salary is the same as the Librarian III class because the qualifications and responsibility level are the same for both classes. It is proposed that this classification be placed in the General Supervisory Unit of Local 39 due to the comparable nature of the class with other classifications within the unit.

b. Librarian II - Children's Services Librarian and Librarian II - Library Automation Coordinator

A Librarian II - Children's Services Librarian will be responsible for library services and programs for children, parents, and adults who work with children within an assigned branch area, which may include several small branches. This class is expected to function with considerable independence and may have supervisory responsibility. A separate class was established because the knowledges, skills, and abilities required to perform in the class are not general to the class of Librarian II.

A Librarian II - Library Automation Coordinator is responsible for planning, evaluating, and implementing the library's automated systems, including hardware and software. The class differs from the Librarian II class by the greater specialization and knowledge and skill level as applied to automated systems.

The proposed salary range for both Librarian II - Children's Services Librarian and Librarian II - Library Automation Coordinator is \$2,002.69 - \$2,434.47 per month. The salary is the same as the Librarian II class because the qualifications and responsibility level are the same for all three classes. It is proposed that both classifications be placed in the Professional Unit of Local 39 due to the comparable nature of the classes with other classifications within the unit.

c. Librarian I - Children's Services Librarian

A Librarian I - Children's Services Librarian will be responsible for library services and programs for children, parents, and adults who work with children within an assigned branch area, which may include several small branches. Incumbents in this class initially receive close supervision. A separate class was established because the knowledges, skills, and abilities required to perform in the class are not general to the class of Librarian I.

The proposed salary range for the class is \$1,719.29 - \$2,089.88 per month. The salary is the same as the Librarian I class because the qualifications and responsibility level are the same for both classes. It is proposed that this classification be placed in the Professional Unit of Local 39 due to the comparable nature of the class with other classifications within the unit.

d. Book Shelver

A Book Shelver will perform manual moving and shelving of library books and other materials. During the classification study, the most recurrent problem expressed by employees at all levels in the branch libraries was the need for dependable help to shelve books and other library materials. In most branches, book shelving has been done by paraprofessional and professional staff. The Book Shelver class will eliminate the need to for highly paid staff to simply shelve books. The class will be exempt and unrepresented because all positions are limited to assignments which will not exceed 1040 hours per year.

The proposed salary for the classification is the minimum wage applicable to public sector employees, which is currently \$3.35 per hour. This is the same rate which the County of Sacramento has proposed for the class of Book Shelver.

e. Library Equipment Service Technician

The one City position which is currently classified as a Bookmobile Driver-Clerk has evolved over the past several years into a new position which involves the repair and maintenance of automated library catalog reader equipment and the performance of minor service work on other equipment such as microfilm readers, reader printers, etc. The position has evolved this way because the library system has not used bookmobiles since 1975. As technology increases, there will be an even greater need for technicians to repair library equipment.

The proposed salary range for the class is \$1,675.79 - \$2,037.01 per month which is the same salary range as Parking Meter Repair Worker, a class which is similar in responsibility level and qualifications. It is proposed that this classification be placed in the Office and Technical Unit of Local 39 due to the comparable nature of the class with other classifications within the unit.

II. REVISED AND RETITLED CLASSIFICATIONS:

a. Minority Services Librarian to Librarian III - Minority Services Coordinator

The classification of Minority Services Librarian has been revised and retitled to Librarian III - Minority Services Coordinator. The Minority Services Librarian will remain at the Librarian III salary range; the retitling will simply provide consistency within

classification titles. The class has also been revised to allow promotional opportunities from the class of Librarian II within the City of Sacramento library system.

b. Library Technician I to Library Technician

The recent classification study found that only one level of Technician exists. Therefore, Library Technician I has been revised and retitled to Library Technician; and as discussed below, Library Technician II has been abolished.

The salary range for the retitled class will remain the same as the Library Technician I salary range.

III. DELETED CLASSIFICATIONS:

a. Library Technician II

As mentioned above, the study found that only one level of Technician exists. It is no longer necessary to maintain the classification of Library Technician II, and the Civil Service Board has abolished the class.

b. Library Page

In an automated library system, the concept of Library Page is no longer appropriate. Over the past several years, incumbents in the class have gradually been assigned duties which have a level of difficulty and responsibility comparable to those performed by the class of Library Assistant I or Library Assistant II. The recent classification study recommended the reallocation of all Library Pages to either the class of Library Assistant I or Library Assistant II. The class of Library Page will no longer be used, and the Civil Service Board has abolished the class.

c. Bookmobile Driver-Clerk

The City has one position currently allocated to the classification of Bookmobile Driver-Clerk. The duties of the class have not been performed since 1975. At that time, the mobile library equipment was changed to a smaller vehicle, and Library Technicians I were assigned to drive the van. The incumbent's duties changed from those of a Bookmobile Driver-Clerk to duties which required the repair and maintenance of automated library equipment. The incumbent will be reallocated to the new class of Library Equipment Service Technician. The class of Bookmobile Driver-Clerk will no longer be used, and the Civil Service Board has abolished the class.

d. Bookmender

The only incumbent in this class recently retired, and there is no plan to continue using the classification. Bookmending has increasingly been handled by Library Assistants, and the duty is included in the revised class specification for Library Assistant I/II. The class of Bookmender will no longer be used, and the Civil Service Board has abolished the class.

Local 39 is in agreement with all of the classification and salary changes outlined above which impact classifications represented by Local 39.

FINANCIAL IMPACT

The financial impact of this report is addressed in detail in the accompanying memo submitted by the Library Department.

RECOMMENDATION

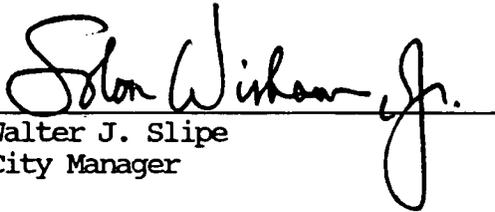
It is recommended that the City Council approve the attached amendment to Resolution 88-007 to effect the changes described in this report.

Respectfully submitted,



Donna L. Giles
Director of Personnel

RECOMMENDATION APPROVED:



for: Walter J. Slipe
City Manager

DLG/CB/itt

All Districts
3/15/88

RESOLUTION NO. 88-202

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

March 15, 1988

APPROVED
BY THE CITY COUNCIL
MAR 15 1988
OFFICE OF THE
CITY CLERK

AMENDING RESOLUTION 88-007 RELATING TO SALARY
SCHEDULES, EMPLOYER-EMPLOYEE RELATIONS POLICY,
AND DESIGNATION OF EXEMPT JOB CLASSIFICATIONS

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO THAT RESOLUTION 88-007
IS AMENDED AS FOLLOWS, EFFECTIVE MARCH 19, 1988:

Section 1.

Exhibit A, Salary Schedules, Schedule 15, General Supervisory Unit,
salaries is amended by:

- a. The addition of the classification of Librarian III - Regional Children's Services Coordinator, with a salary of \$2,240.68 - \$2,723.59 per month.
- b. Retitling of the classification of Minority Services Librarian to Librarian III - Minority Services Coordinator.
- c. The deletion of the classification of Library Technician II with a salary of \$1,804.23 - \$2,192.84 per month.

Exhibit A, Salary Schedules, Schedule 17, Professional Unit, salaries is amended by:

- a. The addition of the classification of Librarian II - Children's Services Librarian, with a salary of \$2,002.69 - \$2,434.47 per month.
- b. The addition of the classification of Librarian II - Library Automation Coordinator, with a salary of \$2,002.69 - \$2,434.47 per month.
- c. The addition of the classification of Librarian I - Children's Services Librarian, with a salary of \$1,719.29 - \$2,089.88 per month.

Exhibit A, Salary Schedules, Schedule 09, Unrepresented Non-Career, salaries, is amended by:

- a. The addition of the classification of Book Shelver with a salary of \$3.35 per hour.

Exhibit A, Salary Schedules, Schedule 16, Office and Technical Unit, is amended by:

- a. The addition of the classification of Library Equipment Service Technician with a salary of \$1,675.79 - \$2,037.01 per month.
- a. Retitling of the classification of Library Technician I to Library Technician.
- a. The deletion of the classification of Library Page, with a salary of \$1,220.79 - \$1,483.91 per month.
- b. The deletion of the classification of Bookmobile Driver-Clerk with a salary of \$1,578.03 - \$1,918.11 per month.
- c. The deletion of the classification of Bookmender with a salary of \$1,368.47 - \$1,663.31 per month.

Section 2.

Exhibit B, Employer-Employee Relations Policy, is amended by:

- a. The addition of the classification of Librarian III - Regional Children's Services Coordinator to the General Supervisory Unit.
- b. The addition of the classifications of Librarian II - Children's Services Librarian; Librarian II - Library Automation Coordinator and Librarian I - Children's Services Librarian to the Professional Unit.
- c. The addition of the classification of Book Shelver as Unrepresented Non-Career.
- d. The addition of the classification of Library Equipment Service Technician to the Office and Technical Unit.
- e. Retitling of the classification of Minority Services Librarian to Librarian III - Minority Services Coordinator in the General Supervisory Unit.
- f. Retitling of the classification Library Technician I to Library Technician in the Office and Technical Unit.

- g. Deletion of the classification of Library Technician II from the General Supervisory Unit.
- h. Deletion of the classifications of Library Page, Bookmobile Driver-Clerk, and Bookmender from the Office and Technical Unit.

Section 3.

Exhibit C, Designation of Exempt Job Classifications, is amended as follows:

- a. The classification of Book Shelver is added.

MAYOR

ATTEST:

CITY CLERK