

Summary for A&P February 1, 2018 meeting

The library positions have undergone changes since the last study conducted in 2010 and we need to ensure appropriate classification. To determine this The Singer Group has completed a classification study and recommends a structure that results in positions placed in appropriate grades and establishes internal equity. A compensation study was also completed. The classification is how positions relate to each other in a hierarchy and compensation is how positions are paid.

We need to correct the current salary structure and the compression we have that is due to the development of the additional supervisory positions to create a stronger career ladder/succession plan as well as changes that result from routine job description reviews and updates. The changes most impacting the compression include: 2015 with Project Kaleidoscope, the impact in conjunction with the November 2015 FLSA exemption, and 2017 Alignment Project.

The proposed compensation schedule corrects the compression issue. In no situation will any employee lose any pay.

1. Data as of January 1, 2018 with 437 employees
2. The library system remains overall ahead of the market at each data point (min, mid, max) per the Compensation Philosophy adopted in 2011.
3. Current salary structure has 69 incumbents at maximum
4. Proposed salary structure
 - range spreads are maintained
 - One range is unchanged (nine incumbents)
 - 14 ranges increase
 - Three ranges added
5. Impact
 - No employee loses pay
 - The cost to bring the 60 incumbents' salaries (within three positions) to proposed minimum effective March 12, 2018 is \$10,413. Annualized cost is \$38,677.
 - Proposed range has less earning potential for 10 incumbents:
 - Current salaries are within the proposed range – two incumbents
 - Current salaries are at the maximum of the proposed range – two incumbents
 - Current salaries are above the maximum of the proposed range – six incumbents

Employees who are at or above the proposed maximum are eligible for additional pay in the following situations:

- the Commission votes to do a market adjustment (see SH 110 Salary Administration)
- the portion of the merit increase amount in excess of their pay grade cap shall be awarded to the employee as a lump sum bonus equal to 75% of the value of this excess award amount. (see SH 400.4 Merit Increase Guide)

No policy change is needed to put into place the proposed salary structure. It will result in updating 2 procedures and deleting 1.

- SH 110.1 Classification Plan – see attached draft
- SH 110.2 Compensation Schedule – see attached draft
- SH 110.3 Part-Time Compensation Schedule – becomes defunct

The reclassifications are not considered demotions and therefore cannot be grieved (SH 520 Grievance Policy). The Singer Group will oversee an appeal process.

Difference between actual and proposed annual salary by grade/position

Diff btw current & proposed annual salary		(All)
Proposed Grade Level	Count of Employee	Sum of Diff btw current & proposed annual salary
0	8	\$ -
Outreach Program Specialist	8	\$ -
10	86	\$ 2,792.19
Access Specialist I	81	\$ 2,792.19
Outreach Specialist I	1	\$ -
Technical Processing Aide	3	\$ -
Interlibrary Loan Technician	1	\$ -
11	7	\$ -
Technical Processor	7	\$ -
12	3	\$ -
Mail Technician	1	\$ -
Receiving Technician	2	\$ -
13	94	\$ 2,454.40
Cataloging Technician	4	\$ -
Data Entry Technician	2	\$ -
Interlibrary Loan Technician	3	\$ -
Serials Technician	1	\$ -
Access Specialist II	82	\$ 2,454.40
Collection Development Technician	2	\$ -
14	9	\$ -
Delivery Driver	4	\$ -
Maintenance Technician I	5	\$ -
15	1	\$ -
Surveillance & Security Officer	1	\$ -
16	20	\$ 16,489.20
Accounting Technician	1	\$ -
Accounts Payable Technician	1	\$ -
Outreach Specialist II	1	\$ -
Surveillance System Technician	1	\$ -
Adult Engagement Specialist I	12	\$ 14,138.80
Youth Engagement Specialist I	1	\$ 2,350.40
Administrative Specialist	3	\$ -
17	57	\$ 7,113.60
Access Manager I	7	\$ 1,497.60
Associate Cataloger	1	\$ -
Benefits Specialist	1	\$ -
Collection Development Assistant	1	\$ -
Executive Assistant	1	\$ -
Learning & Development Specialist	1	\$ -
Learning Engagement Specialist II	1	\$ -

Difference between actual and proposed annual salary by grade/position

Proposed Grade Level	Count of Employee	Sum of Diff btw current & proposed annual salary
Maintenance Technician II	2	\$ -
Outreach Supervisor	1	\$ -
Payroll Specialist	1	\$ 374.40
Purchasing Specialist	1	\$ -
Virtual Engagement Specialist II	2	\$ 748.80
Youth Engagement Specialist II	14	\$ 3,744.00
Adult Engagement Specialist II	19	\$ 374.40
Help Desk Technician I	4	\$ 374.40
18	60	\$ 884.00
Cataloger	3	\$ -
Development Coordinator	1	\$ 104.00
Human Resources Coordinator	1	\$ -
Internal Communications Coordinator	1	\$ -
IT Technician II	4	\$ -
Outreach Engagement Specialist II	1	\$ -
Youth Outreach Coordinator	1	\$ -
Security Officer	4	\$ 780.00
Teen Librarian I	11	\$ -
Adult Librarian I	18	\$ -
Childrens Librarian I	15	\$ -
19	24	\$ 1,060.80
Access Manager II	12	\$ -
Adult Engagement Supervisor	5	\$ 769.60
Virtual Librarian	1	\$ -
Youth Engagement Supervisor	6	\$ 291.20
20	7	\$ 3,390.40
Engagement Manager I	7	\$ 3,390.40
21	14	\$ 1,539.20
Access Manager III	4	\$ 1,539.20
Engagement Manager II	3	\$ -
Library Manager I	2	\$ -
Special Projects Librarian	1	\$ -
Staff Accountant	1	\$ -
Technical Processing Manager	1	\$ -
Visual Communications Manager	1	\$ -
Volunteer Coordinator	1	\$ -
22	19	\$ 1,768.00
Access Manager IV	1	\$ -
Asst Manager of Facilities Mai	1	\$ -
Call Center Manager	1	\$ -
Collection Development Librarian	4	\$ -
Facilities Project Coordinator	2	\$ -

Difference between actual and proposed annual salary by grade/position

Proposed Grade Level	Count of Employee	Sum of Diff btw current & proposed annual salary
Help Desk Manager	1	\$ -
Library Manager II	6	\$ 1,768.00
Network Systems Coordinator	1	\$ -
Security Manager	1	\$ -
Special Collections Manager	1	\$ -
23	13	\$ 1,185.60
Benefits Manager	1	\$ -
Cataloging Manager	1	\$ -
Collection Development Manager	1	\$ -
Learning & Development Manager	1	\$ -
Library Manager III	5	\$ 1,185.60
Manager of Web Services	1	\$ -
Senior Accountant	1	\$ -
System-wide Children's Manager	1	\$ -
System-wide Teen Manager	1	\$ -
24	3	\$ -
Information Technology Manager	1	\$ -
Manager of Planning and Assessment	1	\$ -
Outreach Services Associate Director	1	\$ -
25	8	\$ -
Development Director	1	\$ -
Director of Collection Anywhere	1	\$ -
Director of Human Resources	1	\$ -
Director of Marketing & Communication	1	\$ -
Facilities Maintenance Director	1	\$ -
Regional Director	3	\$ -
26	4	\$ -
Deputy Executive Director Finance and Business	1	\$ -
Deputy Executive Director Operations	1	\$ -
Deputy Executive Director Technology	1	\$ -
Interim Executive Director	1	\$ -
Grand Total	437	\$ 38,677.39

SH 110 Salary Administration

SH 110.1 Classification Plan

Adopted: 9/00; Revised: 06/13, 06/15, 01/16, DRAFT 03/18

Grade	Job Title
00	Outreach Program Specialist
10	Access Specialist I Interlibrary Loan Technician I Outreach Specialist I Technical Processing Specialist I
11	Technical Processing Specialist II
12	Mail Technician Receiving Technician
13	Access Specialist II Cataloging Technician Collection Development Technician Data Entry Technician Interlibrary Loan Technician II Serials Technician
14	Delivery Driver Maintenance Technician I
15	Surveillance & Security Officer
16	Accounting Technician Accounts Payable Technician Administrative Specialist Outreach Specialist II Surveillance Systems Technician Youth or Adult Engagement Specialist I
17	Access Manager I Associate Cataloger Benefits Specialist Collection Development Assistant Marketing Coordinator Executive Assistant Help Desk Technician I Human Resources Coordinator Human Resources Specialist Internal Communications Coordinator Learning and Development Specialist Learning Engagement Specialist II Maintenance Technician II Outreach Supervisor Payroll Specialist Purchasing Specialist

SH 110 Salary Administration

SH 110.1 Classification Plan

Adopted: 9/00; Revised: 06/13, 06/15, 01/16, DRAFT 03/18

Grade	Job Title
	Virtual Engagement Specialist II Youth or Adult Engagement Specialist II
18	Cataloging Librarian Children's, Adult or Teen Librarian I Development Coordinator IT Technician II Outreach Engagement Specialist II Security Officer Youth Outreach Coordinator
19	Access Manager II Adult Engagement Supervisor Data Analyst Children's Librarian II Virtual Librarian Youth Engagement Supervisor
20	Engagement Manager I
21	Access Manager III Engagement Manager II Library Manager I Special Projects Librarian Staff Accountant Technical Processing Manager Visual Communications Manager Volunteer Coordinator
22	Access Manager IV Assistant Manager of Facilities Maintenance Call Center Manager Collection Development Librarian Facilities Project Coordination Help Desk Manager Library Manager II Network Systems Coordinator Security Manager Special Collections Manager
23	Benefits Manager Cataloging Manager Collection Development Manager Learning and Development Manager Library Manager III Web Services Manager Senior Accountant

SH 110 Salary Administration

SH 110.1 Classification Plan

Adopted: 9/00; Revised: 06/13, 06/15, 01/16, DRAFT 03/18

Grade	Job Title
	Children's Services Manager Teen Services Manager
24	Information Technology Manager Manager of Planning and Assessment Outreach Services Associate Director
25	Development Director Director of Collection Anywhere Director of Human Resources Director of Marketing and Communications Director of Facilities Maintenance Regional Director
26	Deputy Executive Director / Finance and Business Deputy Executive Director / Operations Deputy Executive Director / Public Services Deputy Executive Director / Technology

SH 110 Salary Administration

SH 110.2 Compensation Schedule

Adopted Date: 12/00 Revised Date(s): 12/04, 12/05, 01/10, 10/11, 01/12, 01/13, 01/14, 01/15, DRAFT 2/18

Grade		Minimum	Midpoint	Maximum
00	Flat Rate	25.00		
		2,000.00		
		52,000.00		
10	Hourly	10.55	12.71	14.87
	Biweekly	844.00	1,016.80	1,189.60
	Annual	21,944.00	26,436.80	30,929.60
11	Hourly	11.42	13.76	16.10
	Biweekly	913.53	1,100.80	1,288.07
	Annual	23,751.70	28,620.80	33,489.90
12	Hourly	12.25	14.76	17.27
	Biweekly	979.92	1,180.80	1,381.68
	Annual	25,477.84	30,700.80	35,923.76
13	Hourly	13.16	15.86	18.56
	Biweekly	1,052.95	1,268.80	1,484.65
	Annual	27,376.60	32,988.80	38,601.00
14	Hourly	14.79	17.82	20.84
	Biweekly	1,183.20	1,425.60	1,667.20
	Annual	30,763.20	37,065.60	43,347.20
15	Hourly	15.55	18.74	21.93
	Biweekly	1,244.26	1,499.33	1,754.41
	Annual	32,350.76	38,982.66	45,614.57
16	Hourly	17.83	21.39	25.10
	Biweekly	1,426.00	1,711.20	2,008.00
	Annual	37,076.00	44,491.20	52,208.00
17	Hourly	20.11	24.64	29.16
	Biweekly	1,608.95	1,970.97	2,332.98
	Annual	41,832.73	51,245.09	60,657.46
18	Hourly	22.70	28.38	34.05
	Biweekly	1,816.20	2,270.26	2,724.31
	Annual	47,221.32	59,026.65	70,831.98
19	Hourly	23.65	29.91	35.77
	Biweekly	1,892.00	2,392.80	2,861.60
	Annual	49,192.00	62,212.80	74,401.60

SH 110 Salary Administration

SH 110.2 Compensation Schedule

Adopted Date: 12/00 Revised Date(s): 12/04, 12/05, 01/10, 10/11, 01/12, 01/13, 01/14, 01/15, DRAFT 2/18

Grade		Minimum	Midpoint	Maximum
20	Hourly	24.33	30.54	36.74
	Biweekly	1,946.40	2,443.20	2,939.20
	Annual	50,606.40	63,523.20	76,419.20
21	Hourly	25.01	31.26	37.81
	Biweekly	2,000.41	2,500.51	3,024.80
	Annual	52,010.54	65,013.18	78,644.80
22	Hourly	29.45	37.55	45.64
	Biweekly	2,355.82	3,003.67	3,651.52
	Annual	61,251.29	78,095.40	94,939.50
23	Hourly	31.69	40.40	49.12
	Biweekly	2,535.14	3,232.31	3,929.47
	Annual	65,913.69	84,039.96	102,166.23
24	Hourly	34.30	43.73	53.17
	Biweekly	2,744.08	3,498.70	4,253.33
	Annual	71,346.12	90,966.30	110,586.49
25	Hourly	41.71	53.18	64.65
	Biweekly	3,336.72	4,254.31	5,171.91
	Annual	86,754.60	110,612.11	134,469.63
26	Hourly	44.95	58.43	71.92
	Biweekly	3,595.81	4,674.55	5,753.29
	Annual	93,491.04	121,538.35	149,585.66