



Department of Employee Relations

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Mayor

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Director

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Employee Benefits Director

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Job Evaluation Report

City Service Commission Meeting: May 23, 2023

Library

Current	Recommended
Six New Auxiliary Positions	Temporary Librarian III PR 9HN (\$50,245 - \$70,347) FN: Rate is at \$68,116
Four New Auxiliary Positions	Temporary Library Reference Assistant PR 9EN (\$39,359 - \$43,555) FN: Rate is at \$50,459
Six New Auxiliary Positions	Temporary Library Circulation Services Representative PR 9UN (\$37,717 - \$41,556) FN: Rate is at \$39,308
Three New Auxiliary Positions	Temporary Library Services Manager PR 9TX (\$64,857 - \$90,796) FN: Rate is at \$77,986

Note: Residents receive a rate that is 3% higher.

This report recommends the classification of 19 temporary auxiliary positions in the Milwaukee Public Library (MPL) that were created with the approval of File #221868. These positions will provide emergency help throughout the Library system when regular staff are off due to illness or when positions are vacant at peak hours. This will assist in attaining minimum staffing at all locations and avoiding the closure of a branch library.

These new auxiliary positions will mirror the work of current regular positions but will be temporary and be placed in Section 9 (Part-Time and Intermittent) of the Salary Ordinance. The pay for these positions will be limited to the footnoted rate, or 3% higher if a resident, which is equal to the recruitment rate of pay for the regular positions.

Current	New Auxiliary Positions		Six Positions
Recommended	Temporary Librarian III	PR 9HN (\$50,245 - \$70,347) FN: Rate is at \$68,116	Six Positions

Under general supervision of a Library Services Manager, these positions will perform all duties at a high level of competence and authority including bibliographic, reference, and readers' advisory work; represent MPL in the community and initiate and participate in programs which extend the services of MPL to the community; plan, within the framework of the overall library program, goals and objectives to be carried out in a particular, specialized area, and ensure they are implemented; and regularly serve as a Librarian-in-Charge when assigned to a branch library. Duties and responsibilities include reference and readers' advisory services, general customer service, collection development and maintenance, programming, community relations and outreach, and system support.

Current	New Auxiliary Positions		Four Positions
Recommended	Temporary Library Reference Assistant	PR 9EN (\$39,359 - \$43,555) FN: Rate is at \$50,459	Four Positions

Under the direct supervision of the Library Services Manager or an employee holding an MLIS (Master of Library and Information Science Degree) or LIS (Library and Information Science Degree), these positions will perform public service duties at the reference desks of an assigned library unit; and perform a variety of non-public duties supporting service to the public. Duties and responsibilities include providing reference and readers’ advisory services, general customer service, collection maintenance support, programming, and system support.

Current	New Auxiliary Positions		Six Positions
Recommended	Temporary Library Circulation Services Representative	PR 9UN (\$37,717 - \$41,556) FN: Rate is at \$39,308	Six Positions

These positions will perform a variety of duties associated with the circulation of physical library materials and public-facing interaction including materials processing, responding to in-person and telephone inquiries, troubleshooting RFID (Radio Frequency Identification) and equipment issues, and helping patrons understand their self-service options. Duties and responsibilities include customer service, material processing and presentation, operational duties, and training.

Current	New Auxiliary Positions		Three Positions
Recommended	Temporary Library Services Manager	PR 9TX (\$64,857 - \$90,796) FN: Rate is at \$77,986	Three Positions

These positions will serve as the Librarian-in-Charge over one of the MPL Central Units or one of the twelve branch libraries and manage the overall service plan, staff development, customer service strategies, collection development and maintenance, services and programs, customer and community relations, and coordination of the general maintenance and security of the property. Duties and responsibilities include maintaining the Library Service Plan, staff and general management, development of resources, education and community services, and promoting the library’s vision, mission and strategic plan.

Action Required – Effective Pay Period 12, 2023 (May 28, 2023)

*** Please see submitted addendum to CCFN for Salary and Position Ordinance changes.**

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