



Makda Fessahaye
 Department of Employee Relations
 City of Milwaukee
 200 E Wells St, Room 706

May 18, 2021

The Honorable
 Finance and Personnel Committee
 Common Council
 City of Milwaukee

Common Council File No. 201709 – Communication from the Department of Employee Relations relating to classification studies scheduled at the May 18, 2021 City Service Commission meeting.

Dear Committee Members:

The following classifications and pay recommendations are scheduled for the City Service Commission meeting on May 18, 2021.

Employees' Retirement System

Current	Recommended
Network Administrator PR 2IX (\$58,462 - \$81,844) (One Position)	ERS Network Administrator PR 2LX (\$70,827 - \$99,154) (One Position)

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

Milwaukee Public Library

Current	Recommended
Administrative Specialist – Senior PR 2EX (\$48,670 - \$63,426) (One Position)	Library Circulation Manager PR 1EX (\$58,462 - \$81,844) Recruitment Rate: \$63,139 Recruitment Flexibility: Any point – DER approval (One Position)
Branch Library Services Assistant PR 2CN (\$39,881 - \$55,825) Recruitment Rate: \$43,069 Recruitment Flexibility: Up to \$46,258 - DER approval (12 Positions)	Library Services Coordinator PR 2EN (\$45,306 - \$63,426) Recruitment Rate: \$50,716 Recruitment Flexibility: Any point – DER approval \$400 incentive for completing reference coursework (14 Positions)
Library Services Assistant PR 2BN (\$37,425 - \$52,391) Recruitment Rate: \$40,419 Recruitment Flexibility: Up to \$43,412 - DER approval (Two Positions)	
Library Circulation Assistant III PR 6HN (\$37,080 - \$41,863) Recruitment Rate: \$37,830 (Three Positions)	Library Circulation Services Coordinator PR 2EN (\$45,306 - \$63,426) Recruitment Rate: \$50,716 Recruitment Flexibility: Any point – DER approval (Three Positions)

Library Technician IV PR 2CN (\$39,881 - \$55,825) Recruitment Rate: \$43,069 Recruitment Flexibility: Up to \$46,258 - DER approval (Two Positions)	Library Technical Services Coordinator PR 2EN (\$45,306 - \$63,426) Recruitment Rate: \$50,716 Recruitment Flexibility: Any point – DER approval (Two Positions)
Copy Cataloging Technician II PR 6HN (\$37,080 - \$41,863) Recruitment Rate: \$37,830 (Four Positions)	Library Copy Cataloging Specialist PR 2CN (\$39,881 - \$55,825) Recruitment Rate: \$48,500 Recruitment Flexibility: Any point – DER approval (Four Positions)
Copy Cataloging Technician I PR 6GN (\$33,976 - \$39,943) Recruitment Rate: \$35,524 (Underfill Title)	
Library Technician III PR 6FN (\$30,664 - \$38,406) Recruitment Rate: \$34,717 (Three Positions)	Library Technical Services Specialist – Lead PR 5IN (\$46,347 - \$54,669) Recruitment Rate: \$47,779 (Three Positions)
Library Circulation Assistant II PR 6FN (\$30,664 - \$38,406) Recruitment Rate: \$32,076 (Six Positions)	Library Circulation Services Representative – Lead PR 5IN (\$46,347 - \$54,669) Recruitment Rate: \$47,779 (Six Positions)
Audio Machine Technician PR 6FN (\$30,664 - \$38,406) Recruitment Rate: \$34,717 (Two Positions)	Library Audio Machine Technician PR 5EN (\$40,501 - \$46,724) (Two Positions)
Library Technician II PR 6EN (\$28,267 - \$35,922) Recruitment Rate: \$30,529 (Eight Positions)	Library Technical Services Specialist PR 5DN (\$36,252 - \$42,916) Recruitment Rate: \$37,782 (Eight Positions)
Library Technician I PR 6CN (\$26,297 - \$32,910) (Underfill Title)	
Library Circulation Assistant I PR 6EN (\$28,267 - \$35,922) (63 Full + 2 Aux Full+ 24 [0.53 FTE] + 5 [0.50 FTE] Positions)	Library Circulation Services Representative PR 5DN (\$36,252 - \$42,916) Recruitment Rate: \$37,782 (63 Full + 2 Aux Full+ 24 [0.53 FTE] + 5 [0.50 FTE] Positions)
Library Circulation Aide PR 9CN (\$7.95 - \$9.70) (14 [0.56 FTE] + 7 Aux [0.56 FTE] Positions)	Library Circulation Aide PR 9MN (\$11.27 hourly) (14 [0.56 FTE] + 7 Aux [0.56 FTE] Positions)
Teen Outreach Intern PR 9CN (\$7.95 - \$9.70) (10 Positions)	Library Teen Outreach Intern PR 9MN (\$11.27 hourly) (10 Positions)

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

Respectfully Submitted,



Employee Relations Director

Attachments: Job Evaluation Reports

Fiscal Impact Statement

Job Evaluation Report

City Service Commission Meeting: May 18, 2021

Employes' Retirement System

Current	Recommended
Network Administrator PR 2IX (\$58,462 - \$81,844) (One Vacant Position)	ERS Network Administrator PR 2LX (\$70,827 - \$99,154) FN: Recruitment may be at any point in the range with DER approval. (One Position)

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

Background

The Employes' Retirement System (ERS) has requested a reclassification of one vacant position of Network Administrator in Pay Range PR 2IX (\$58,462 - \$81,844) to an ERS Network Administrator in Pay Range 2LX (\$70,827 - \$99,154). A new job description was provided and discussions were held with Jeffery Shober, Chief Technology Officer; Melody Johnson, Deputy Director; and Daniel Gopalan, Chief Financial Officer.

Duties and Responsibilities

The ERS Network Administrator's primary responsibility will be to act as the lead senior network architect/ engineer/ administrator ultimately responsible for the ERS network. This includes responsibility for documentation, maintenance, support, upgrades, evolution, and deployment of the ERS Cisco and other networking hardware and software solutions for business systems, pension operations, and disaster recovery. As part of a larger team of on-site and off-shore individuals, this position is also expected to support the IT team and the ERS with routine and process-oriented patching; enhancements to desktops, laptops, and other computing devices; end-user support; disaster recovery; support of Windows Server, Linux/UNIX, and VMware environments as part of a professional technology support team consisting of diverse individuals responsible for IT governance, applications, and infrastructure for the ERS. Duties and responsibilities will include the following:

- 40% Perform maintenance, upgrades, deployments, and support all Cisco and other networking hardware (routers, controllers, switches, and firewalls, etc.); review and update all documentation including diagrams, support plans, and metrics reporting on a monthly, quarterly, ad hoc, and/or yearly basis; perform evolution and lifecycle management (implementation, rotation, and decommissioning of all equipment); produce recommendations and plans for improvements to security, systems, and architectural designs; implement and support technologies for disaster recovery locations and processes; ensure the ERS is following the best practices for systems and procedures; analyze security-related vulnerabilities and provide remediation; provide hands on assistance and training to other IT staff on systems' support/maintenance/upgrades, etc.; ensure proper security protocols, systems, and procedures are implemented and followed; protect the network from attack and security vulnerabilities; and respond and resolve problems found via alerting and notification systems.
- 40% Participate in on-call support rotation; monitor and perform backups and disaster recovery; work with the IT team on storage area network maintenance, upgrades, and support; monitor, maintain, and improve upon the ERS disaster recovery environments; produce and implement recommendations that can improve upon disaster recovery objectives; and participate and lead disaster recovery tests for the IT team and business users.
- 10% Use project management tools and methodologies to implement new initiatives; responsible for asset management and IT inventory tracking; responsible for correct software licensing and related inventory; use tools for asset management, reporting, and the deployment of scripts and software installations; produce status reporting on any projects and activities governed by the Project Management Office; and generate cost/benefit analysis documents for proposed IT projects and activities.
- 10% Other duties as assigned.

Minimum requirements include a bachelor's degree in business, computer science, management information systems or a closely related field or equivalent experience and at least five years of experience supporting Windows desktop, Linux/UNIX, and Windows server operating systems; at least five years of experience supporting Cisco routers, controllers, switches, firewalls, and other network equipment in a multi-location environment. Experience must include successfully completed upgrades and implementations on a regular basis; and expert level experience in support, development, and deployment of network equipment in a highly available, loss/downtime-averse, and redundant network.

The Employee's Retirement Systems has experienced difficulty in recruiting candidates for this position and it is currently vacant. The changes proposed to the responsibilities of this position include:

- Responsibility as the lead network architect/engineer/administrator ultimately responsible for the ERS network, related documentation, maintenance, support, upgrades, evolution, and deployment of the ERS Cisco and other networking hardware and software solutions for business systems, pension operations, and disaster recovery. These duties will require an advanced skillset and technical experience.
- Advanced level experience supporting Cisco routers, controllers, switches, firewalls and other network equipment in a multi-location environment. Experience must include successfully completed upgrades and implementations on a regular basis as well as demonstrated expert level skills in the support, development, and deployment of network equipment in a highly available, loss/downtime-averse, and redundant network.
- Expert level experience supporting Windows desktop, Linux/UNIX, and Windows server operating systems in order to create and support highly available and redundant technical environments through the use of critically advanced and complex infrastructure best practices and methodologies.

Based upon these changes to responsibility and expertise this position is now comparable in level to that of the ERS Server Administrator in Pay Range 2LX (\$70,827 - \$99,154). This report therefore recommends the reclassifying one vacant position of Network Administrator in Pay Range 2IX to ERS Network Administrator in Pay Range 2LX (\$70,827 - \$99,154) with recruitment flexibility at any point in the range with Employee Relations approval.

Action Required – Effective Pay Period 12, 2021 (May 30, 2021)

In the Salary Ordinance

Under Pay Range 2LX:

Add the title 'ERS Network Administrator' and add footnotes (2) and (6)

In the Positions Ordinance

Under Employees' Retirement System, Information Systems

Delete one position of 'Network Administrator'

Add one position of 'ERS Network Administrator'

Prepared By: Andrea Knickerbocker

Andrea Knickerbocker, Employee Relations Manager



Reviewed by: _____

Makda Fessahaye, Employee Relations Director

Job Evaluation Report

City Service Commission Meeting: May 18, 2021

Milwaukee Public Library

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

Background

Milwaukee Public Library Director Joan Johnson has requested a classification and cost of labor study for positions that perform paraprofessional work within library circulation services and technical services sections. Discussions were held with Associate Library Director-Operations, Jennifer Meyer-Sterns; Human Resources Officer, Victoria Robertson; Human Resources Analyst-Senior, Danielle Wroblewski; and well as incumbents of the Milwaukee Public Library positions. New job descriptions have been provided.

The Milwaukee Public Library has been experiencing difficulty in recruiting and retaining employees in these classifications which in turn has impacted the ability to provide services to Milwaukee constituents. The chart below reflects an overall 31.21% vacancy rate for these positions with the Branch Libraries experiencing the highest percentage.

Vacancies by Locations

Location	Title	Positions Authority	Vacant	Vacancy Percentage
Branch Library	Library Circulation Assistant I	57	17	
Branch Library	Library Circulation Aides	3	3	
Branch Library	Teen Outreach Intern	10	6	
		70	26	37.14%
Central Library	Library Circulation Assistant III	3	1	
Central Library	Library Circulation Assistant II	6	0	
Central Library	Library Circulation Assistant I	34	5	
Central Library	Library Circulation Aides	11	9	
		54	15	27.78%
Technical Services	Library Technician IV	2	0	
Technical Services	Copy Cataloging Technician II	8	2	
Technical Services	Library Technician III	3	1	
Technical Services	Library Technician II	4	0	
		17	3	17.65%
Overall		141	44	31.21%

This report recommends increasing the classification and related pay for these positions. Recommendations take into consideration market rates of pay for similar positions in Southeastern Wisconsin as well as comparison to comparable level titles within city government. Market rate of pay comparisons detailed below were drawn from the Economic Research Institute (ERI); a

service to which the Department of Employee Relations subscribes. The percentage rates shown for the titles below are an average of market rates from Kenosha, Madison, Milwaukee, Racine, Waukesha, and West Allis effective May, 2021. An ERI job summary follows each comparison.

Library Services Coordinator	10 th %	25 th %	Mean	75 th %	90 th %
Southeastern Wisconsin	39,720	42,838	47,098	50,997	55,126

Facilitates library services including book rentals, computer rentals, room reservations, printing and copying. Assists librarians in the organization and maintenance of library materials and equipment. Answers inquiries regarding rental availability, library material location, payment and library technology. Shelves and retrieves books, publications, magazines and other physical library materials. Monitors the library and helps enforce library policies, procedures and standards.

Library Specialist	10 th %	25 th %	Mean	75 th %	90 th %
Southeastern Wisconsin	40,700	43,371	47,124	50,364	53,898

Performs complex library services and operations that require specialized knowledge of a subject, language, or discipline. Assists library patrons with research and complex and technical assignments and requests; searches computer databases, catalog files, and shelves to locate information. Processes and conducts complex bibliographic searching and verification, and monitors and analyzes changes in bibliographic records for online systems and software. Performs reference management activities and creates and edits complex bibliographic records in all formats. Administrates library programs, prepares invoices, and codes library materials.

Library Technical Assistant	10 th %	25 th %	Mean	75 th %	90 th %
Southeastern Wisconsin	38,683	41,731	45,886	49,666	53,680

Assists Librarian in information services: answers questions regarding available references, and helps public in use of available references and bibliographic tools, such as Library of Congress catalog. Performs routine cataloging and coding of library materials, arranges and maintains periodicals, prepares volumes for binding, handles interlibrary loan requests, prepares invoices, retrieves information from databases, and supervises support staff.

Librarian Cataloger	10 th %	25 th %	Mean	75 th %	90 th %
Southeastern Wisconsin	36,177	39,054	42,991	46,481	50,198

Compiles and catalogs information on print and nonprint library materials, such as books and periodicals, identify materials and integrating information into library catalog, using various classification systems, including the Dewey Decimal system. Produces a log that identifies a book or publication's author, title, subject, publisher, publication date, edition, classification number, and location in the library. Verifies and cross-references data with information printed on the title page of books, and integrates changes into the data systems. Marks classification number from log into library material for identification.

Library Associate	10 th %	25 th %	Mean	75 th %	90 th %
Southeastern Wisconsin	37,004	39,459	42,913	45,805	48,984

Assists the Librarian with research projects. Takes care of interlibrary loans and maintains various databases. Helps organize special events and outreach events for the community. Assists with planning of and conducts and helps with public tours, class visits, book talks, and in-school assembly and other library programs. Produces graphic information and creates displays to promote library services.

Library Assistant	10 th %	25 th %	Mean	75 th %	90 th %
Southeastern Wisconsin	35,630	37,782	40,878	43,344	46,107

Assists Librarian in compiling records, sorting and shelving books, and issuing and receiving library materials, such as books, films, slides, recordings, and CD-ROMS. Records identifying data and due date to issue item to patrons. Inspects returned item for damage, verifies due-date, and computes and receives overdue fines. Reviews records of overdue item and issues overdue notices to borrowers.

A comparison to comparable level titles within city government are included in each of the title recommendations that follow.

Current	Administrative Specialist – Senior	PR 2EX (\$48,670 - \$63,426)	One Position
Recommended	Library Circulation Manager	PR 1EX (\$58,462 - \$81,844) Recruitment Rate: \$63,139 Recruitment Flexibility: Any point - DER approval	One Position

The Library Circulation Manager is responsible for planning, organizing, and managing the Circulation Bureau. This includes services and personnel, materials handling processes and its equipment, and interlibrary loan services and personnel. Duties and responsibilities include:

- 40% Personnel Management: Perform day-to-day management of Circulation Bureau personnel and public service points, include the selection, recruitment, and onboarding of new and promoted staff members; provide relevant training, coaching, discipline, and recognition for all unit staff members; complete performance assessments and probationary reports by specified deadlines; assign work to staff; create and distribute staff schedules, including assignments of lead workers and weekend coverage; ensure quality customer service at all public service points, and work in conjunction with the Librarian-In-Charge or the Coordinator of General Reference and Customer Service to resolve customer concerns; and directly assist patrons in the successful use of library services and their library accounts.
- 20% Oversight of Collection Circulation: Manage the circulation of the library collection of books and non-book materials; oversees materials handling workflows at Central, including: automated materials handlers (AMH), self-checkout machines, book drops, hold shelves, transit bins, shelving, damaged materials, discards, and tier management; maintain performance and repair of circulation equipment and recommend equipment improvements; supervise the circulation of library materials via the interlibrary loan process; and collaborates with other MPL staff (e.g. Public Services Area Managers, department coordinators, materials selectors, and librarians) on collection management projects and materials handling.
- 15% Database Management: Oversees integrated library system (ILS) database management as it relates to circulation and patron accounts, ensuring consistency of data entry; maintain circulation data and prepare reports as directed; oversee enrollment of new patrons to the library, re-registrations, and batch card campaign groups; and oversee database upgrades, schedules system testing, and perform database cleanup, often in conjunction with other related departments such as MPL IT, MCFLS, or ITMD.
- 15% Fine Procedure Coordination: Manage the receiving and recording of overdue fines and other material fees; and manage patron billing, fee dispute forms, fines waived reports, and collection agency process (Unique Management System.
- 5% Committee Participation: Lead or participate in relevant committees at MPL, MCFLS, state level, and/or professional organizations including but not limited to: Library NOW, Circulation Services, WILIUG, or others. Participates in library special projects as required or necessary.
- 5% Maintain circulation procedures and make adjustments as needed to improve efficiency; provide recommendations for circulation policies; meet deadlines for updates, as noted in MPL policy/procedure database; and consult on immediate matters of quality of customer service or circulation policy/procedure to resolve customer concerns.

Minimum requirements include a bachelor’s degree in business administration or logistics, computer science, human resources, management, public relations, or a related field; three years of library circulation experience with at least one year of leadership experience in a customer service environment. Equivalent combinations of education and experience may be considered. These requirements have not been assessed by Employee Relations Staffing Services for hiring purposes.

Duties of this position have changed over time and specifically has taken on a larger managerial role similar in level and scope as that of Management Librarian in Pay Range 1EX. Previously, the position had performed more as a lead with managerial responsibilities for the section performed by the Librarian V in Pay Range 1FX. This position now directs 60+ staff members.

The Library Circulation Manager now coordinates the library’s fine procedures and processes; is a member of several library committees; and provides recommendations for change to process and procedures. As such, the duties and responsibilities now require an incumbent to possess strong analytical skills, database and systems experience, strong policy and report-writing ability, as well as planning and organization skills.

The Library Circulation Manager also provides database management to the integrated library system (Sierra) and oversees system upgrades, testing, performs cleanup, and liaises with MPL's internal IT, ITMD, and MCFLS in order to implement. This system is complicated and requires Boolean logic in order to run reports.

Based upon the changes above, that include comparable managerial level responsibility to that of the Management Librarian in Pay Range 1EX, this report recommends reclassifying this position of Administrative Specialist – Senior, Pay Range 2EX (\$48,670 - \$63,426) to Library Circulation Manager, Pay Range 1EX (\$58,462 - \$81,844). In or to ensure the Library’s ability to recruit and retain the best qualified candidate for this position, this report further recommends a minimum recruitment rate of \$63,139 and the ability to recruit at any point in the range with DER’s approval.

Current	Branch Library Services Assistant	PR 2CN (\$39,881 - \$55,825) Recruitment Rate: \$43,069 Recruitment Flexibility: Up to \$46,258 - DER approval	12 Positions
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	Library Services Assistant	PR 2BN (\$37,425 - \$52,391) Recruitment Rate: \$40,419 Recruitment Flexibility: Up to \$43,412 - DER approval	Two Positions
Recommended	Library Services Coordinator	PR 2EN (\$45,306 - \$63,426) Recruitment Rate: \$50,716 Recruitment Flexibility: Any point – DER approval \$400 incentive for completing reference coursework	14 Positions

Branch Library Services Assistant (12 positions) to Library Services Coordinator (12 Positions)

Under the direct supervision of the Library Branch Manager and in consultation with the Library Circulation Manager, a Library Services Coordinator located at a **Branch Library** is responsible for planning, organizing, and overseeing the activities of the agency and for training, scheduling, directing, supervising, evaluating and assisting the public service paraprofessional staff in the performance of those duties. Through development of thorough knowledge of system circulation functions, policies and procedures, is responsible for interpreting rules and regulations to staff and library users, and for ensuring effective resolution of patron problems/concerns relating to circulation and registration functions. The position further has significant responsibility for providing reference and reader’s advisory assistance to library users. Performs records and report maintenance related to agency operations.

- 42% Supervisory Duties: Serves as the immediate supervisor of the circulation staff. Develops performance of paraprofessional staff through training and supervision. Instructs entire staff on procedural changes and additions, e-mail, and use of office equipment, i.e., fax, copier, printers, telephones etc. Schedules staff, and as assigned, other agency staff, in hours of work, daily desk schedules, vacation allowances, schedule changes and assignments of emergency help to other agencies. Evaluates job performance, prepares and reviews probationary reports of new paraprofessional staff. Observes and as necessary documents, evaluates and retrain staff to ensure expected performance. Makes recommendations in consultation with the Branch Manager for continuation or termination of employment of staff. Prepares and conducts annual conferences with paraprofessional employees. Meets with staff as needed and assigns work as requested by librarians to support library activities. Assists the Library Circulation Manager in developing training procedures and materials for staff. Interprets the impact of system circulation and rules upon branch services, and makes suggestions to the Branch Manager and the Library Circulation Manager. Attends staff meetings of Library Services Coordinators and conveys information to Branch Manager and staff. Serves as contact person between own agency and other system agencies in matters relating to activities and with MCFLS Data Processing Client Services, reporting and clarifying computer problems and training staff in additional or refined computer use. Assists in maintaining and improving the physical layout and environment, and providing an adequate and orderly work area for staff.
- 42% Public Service Activities: Assists paraprofessional staff with job responsibilities as needed, including circulation duties and shelving. Utilizes and supports staff in utilizing proactive customer service strategies. Handles patron problems relating to circulation or registration with aim of resolving concerns and maintaining good public relations; refers unresolved problems to Branch Manager or Librarian-in-Charge. Provides reference and reader’s advisory assistance to patrons as scheduled or needed. Assists the public in general computer use and with all self-service resources. Shares responsibility with entire staff for maintaining appropriate library behavior by the public. Assigns or provides emergency help to fill in as requested at other libraries. Serves as needed as staff person in charge of opening and closing the library. May function on an intermittent fill-in basis as Librarian-in-Charge of the agency. Develops a thorough knowledge of all functions and procedures, including automated applications. Uses this knowledge to inform staff and patrons, enforces regulations and grants exceptions when warranted.
- 10% Reports and Records Maintenance: Determines discrepancies found in the holdings and refers to Technical Services for correction. As assigned, assumes responsibility for outstanding orders of library material, inventories, on-line catalog maintenance, financial reports, Milwaukee Code of Ordinance revisions, circulation statistics and other neighborhood library statistics, records, circulation or agency reports, etc., as specified by the Library Branch Manager. Monitors special collections, i.e. 7-day, new non-fiction, as assigned. Verifies all agency time records for accuracy. Maintains absence analysis records. Evaluates forms used in circulation procedures. Consults with Branch Manager and informs the Library Circulation Services Representative – Lead of suggestions for changes and improvements. Responsible for preparation or for ensuring accurate preparation by other staff of daily cash sheets and cash register currency. Runs missing item lists, 5-year no-circulation lists, billed items lists, etc. Handles damaged materials and bills patrons for damaged items. Assists in updating and entering bib and item records. Translates circulation data from CountyCat. Enters and updates security incident reports.

06% Miscellaneous Duties: Serves on system-wide committees as assigned. Monitors cash and requests change when needed. Performs routine maintenance and troubleshooting for computer, printers, fax, and AV equipment. Maintains tax forms as assigned. Oversees agency's supply budget; orders supplies. Registers voters. Performs other related duties as assigned.

Minimum requirements include a bachelor's degree in business administration or logistics, computer science, human resources, management, public relations, or a related field and two years of library circulation experience with at least one year of leadership (lead worker or project lead) experience in a customer service environment. Equivalent combinations of education and experience may be considered. Continued employment is contingent upon completion of a three-credit reference course from an accredited school within one year of date of appointment. These requirements have not been assessed by Employee Relations Staffing Services for hiring purposes.

Library Services Assistant (Two positions) to Library Services Coordinator (Two positions)

These two Library Services Coordinators have distinct responsibilities within the areas of **Education and Outreach** and the **Wisconsin Talking Book and Braille Library (WTTBL)**

Under the direct supervision of the Librarian V, the Library Services Coordinator in **Education and Outreach** Services plans, organizes, directs and supervises the activities of the unit. Incumbent develops a thorough knowledge of all paraprofessional functions and procedures, including materials selection and delivery services, and automation applications. With this detailed knowledge, the incumbent interprets system rules and regulations. Duties and responsibilities include:

- 40% Serves as immediate supervisor of the paraprofessional staff; develops performance of staff through training and supervision; instructs entire staff on procedural changes and additions, and on e-mail, and use of office machines (i.e. fax, copier, printers, telephones etc.); schedules staff in hours of work, daily desk schedules, vacation allowances, schedule changes, and assignments of help to other agencies; evaluates performance of new staff, meets with Librarian V and incumbent, and makes decisions in consultation with Librarian V for continuation or termination of employment; documents and evaluates staff performance on a continuous basis to maintain high performance standards; prepares annual performance reviews for staff; calls meetings of staff as needed and assigns work as requested by librarians to support library activities; informs Librarian V of the unit's operations and system problems through continual communication; assists in developing training procedures and materials for staff; interprets the impact of system circulation and rules upon public service and makes suggestions to the Librarian V; attends staff meetings of Library Services Coordinators and conveys information to Librarian V and staff; serves as contact person between own unit and MCFLS Data Processing Client Services reporting and clarifying computer problems and training staff in addition or refined computer use; and assists in maintaining and improving the physical layout and environment of work unit location, and in providing adequate and orderly work area for staff.
- 30% Assists Library Circulation Services Representative – Leads with selection, circulation and delivery of materials to child care providers and other clients of the Education and Outreach Services section; assists them with all other job responsibilities as needed; assists in providing reader's advisory services as necessary including locating and retrieving requested materials and determining availability of materials by using the library online catalog, databases, and print indexes; supports the unit's participation at outreach events and assists as needed with library programming; handles patron problems related to circulation or registration with aim of resolving problems and maintaining good public relations; refers unresolved problems to Librarian V or Librarian-in-Charge; shares responsibility with entire staff for maintaining good relationships with providers and all agency contacts; provides emergency help to fill in as requested at other libraries, when other staff is unavailable; and serves as needed as staff person in charge of unit operations.
- 20% Determines discrepancies found in the holdings and refers that information to Technical Services for correction; assumes responsibility for inventories, online catalog maintenance, financial reports, circulation statistics and other public service statistics, records, circulation or agency reports, etc. specified by Librarian V; verifies all agency time records for accuracy and correctness; maintains absence and analysis records; evaluates forms used in circulation procedures; consults with Librarian V and informs staff of suggestions for changes and improvements; may assign paperback call numbers; handles damaged materials and prepares corresponding paperwork; assists in updating and entering bib and item records; and translates circulation data from CountyCat.
- 5% Drives van as needed and supports Library Circulation Services Representative – Leads in maintaining its safe condition and operation; reports problems to Management Librarian; serves on system-wide committees as assigned; performs

routine maintenance and troubleshooting for van, computer, printers, fax, and AV equipment; oversees agency's supply budget; orders supplies, and verifies invoices prior to payment; and performs other duties as assigned.

Minimum requirements include a bachelor's degree in business administration or logistics, computer science, human resources, management, public relations, or a related field and two years of library circulation experience with at least one year of leadership (lead worker or project lead) experience in a customer service environment. Equivalent combinations of education and experience may be considered. Continued employment is contingent upon completion of a three-credit reference course from an accredited school within one year of date of appointment. These requirements have not been assessed by Employee Relations Staffing Services for hiring purposes.

Under the direction of the Management Librarian, the Library Services Coordinator in the **Wisconsin Talking Book and Braille Library (WTTBL)** has primary responsibility for the supervision of the Circulation and Audio Machine technical paraprofessionals and for the procedures to coordinate the shipping and receiving function of materials in the WTTBL which operates in the Milwaukee Public Central Library serving over 6,000 patrons. Duties and responsibilities include:

- 40% Serves as immediate supervisor of the circulation paraprofessional staff including training and evaluation; directing daily work routine/assignments of Library Audio Machine Technicians and Library Circulation Services Representatives; instructs staff on procedural changes and the use of unit equipment; oversees circulation scheduling that includes schedule changes, timesheet completion, vacation coverage; develops and implements circulation policies and procedures within the unit; consults with WTTBL Management Librarian to address staffing issues; coordinates/liases between circulation and reference staff.
- 25% Fills in as needed during absences of Library Audio Machine Technicians or Library Circulation Services Representatives; oversees daily mail deliveries; prints/posts daily mailing cards; assistants with new book inputting; oversees issues with library materials/patron needs; works with National Library Service (NLS) staff to update program and related training; oversee supply needs; fills in as needed during absences of Library Audio Machine Technicians and Library Circulation Services Representatives; assists as needed with daily mail, shelving, inspection, and check-in of materials; and assists as needed with Download on Demand duplication
- 30% Complete annual R4R (Recycle for Reuse) project, weeding and sending 10,000 - 15,000 cartridges to return to the NLS, completes ongoing XESS projects to recycle WTTBL owned cartridges/cases for use for Download on Demand; oversees annual materials shifting project to make space for new books; updates monthly reports related to collection management including R4R, XESS, DOD, Lost/LUN items and damages; work with NLS staff to update program.
- 5% Assists reference staff with duties as needed; serves as WTTBL contact on committees as assigned; performs routine maintenance and troubleshooting for computers, printer, and Braille embossing station; performs other related duties as assigned.

Minimum requirements include a bachelor's degree in business administration or logistics, computer science, human resources, management, public relations, or a related field and two years of library circulation experience with at least one year of leadership (lead worker or project lead) experience in a customer service environment. Equivalent combinations of education and experience may be considered. Continued employment is contingent upon completion of a three-credit reference course from an accredited school within one year of date of appointment. These requirements have not been assessed by Employee Relations Staffing Services for hiring purposes.

Under the direct supervision of Library Managers and in consultation with the Library Circulation Manager, Library Services Coordinators located at Branch Libraries and the Central Library are responsible for planning, organizing, and overseeing the activities of the agency and for training, scheduling, directing, supervising, evaluating and assisting the public service paraprofessional staff in the performance of those duties. This level of responsibility is now comparable to that of an Administrative Specialist - Senior in Pay Range 2EX. Positions at this level have responsibility for departmental administrative operations and oversee paraprofessional and administrative staff.

These Library Services Coordinators have responsibility for providing readers advisory services and as such are required to complete a three-credit reference course. This report recommends a \$400 one-time incentive when incumbents have satisfactorily completed this coursework.

This report therefore recommends that 12 positions of Branch Library Services Assistant, Pay Range 2CN and two positions of Library Services Assistant in Pay Range 2BN be reclassified to Library Services Coordinator in Pay Range 2EN (\$45,306 -

\$63,426 with recruitment at \$50,716). In order to ensure the Library’s ability to recruit and retain the best qualified candidate for these positions, this report further recommends the ability to recruit at any point in the range with DER’s approval.

Current	Library Circulation Assistant III	PR 6HN (\$37,080 - \$41,863) Recruitment Rate: \$37,830	Three Positions
Recommended	Library Circulation Services Coordinator	PR 2EN (\$45,306 - \$63,426) Recruitment Rate: \$50,716 Recruitment Flexibility: Any point – DER approval	Three Positions

These three Library Circulation Services Coordinators have distinct responsibilities within the three areas of **Registration, Technology, and Tiers and Book Handling.**

Under general supervision of the Library Circulation Manager in Central Circulation, the **Registration** Library Circulation Services Coordinator oversees the operation of the Registration/Return Desk, Wells Street Desk, Welcome and Drive-Up. To support all aspects of public services. Supervises the proactive customer service function, to assist patrons with checkout and registration, charging and discharging library materials, handling book retrievals and searches, entering information on the computer and assisting in duties associated with book acquisition. Position also supervises the sorting and shelving of library materials. Takes the lead in developing best practices for circulation policies and procedures and for ensuring effective resolution of patron concerns relating to circulation and registration functions. Compiles work schedules for the Circulation Staff. Oversees all cash functions, as well as card campaigns, fines, billing and collections activity. Also collaborates with other Library Circulation Services Coordinators. Duties and responsibilities include:

- 40% Supervise the activities and training of all personnel assigned to the Public Service stations, including Registration, Welcome, Wells, Wisconsin, and Drive-Up at Central Library.
- 25% Manages registration and checkout operations; makes recommendations for card campaigns and assures integrity of registration throughout library system; notes returned mail on patron records; supervises and assist with Circulation function in the processing of books and other materials for distribution including search, sorting, interfiling and shelving of books and other materials; writes and/or revises circulation procedures pertaining to the areas of responsibility and submits to the Circulation Manager for review.
- 10% Compiles master schedule for Central Circulation staff members; prepares weekly schedule making changes as necessary to cover illness and other work absence and to facilitate work flow; maintains master vacation schedule and approves the vacation requests based on the Central Circulations vacation policy; and maintains the file for vacation and compensatory time balances for full time staff.
- 10% Acts as night and weekend Central Circulation supervisor as assigned; handles procedural and personnel problems including responsibility for opening and closing safe and recovering cash and keys from the various work stations at the end of the work day; deals with patron problems either in person or by phone; and alerts the Circulation Manager of difficult problems.
- 10% Compiles annual statistical reports; oversees the personnel responsible for compiling biweekly, weekly, monthly, and annual reports for Registration and Circulation Departments as well as Info pass forms and Collections activity through an outside party; supervises personnel assigned to order monthly supplies needed in Central Circulation; notes returned mail on patron records; manages and makes recommendations for card campaigns and assures integrity of registration; assists staff in Branch Libraries, and the Federated system who have questions or problems regarding procedures; and performs other related duties as assigned, which may be done in coordination with other Library Circulation Services Coordinators.
- 5% Supervises personnel assigned to counting and recovering daily cash; prepares necessary financial statements; maintains file for checks returned for non-sufficient funds; supervises personnel assigned to maintaining lost book receipt file; processes lost book refunds and suburban library lost book payments; and responsible for Ditto Department Checks.

Minimum requirements include a bachelor’s degree in business administration or logistics, computer science, human resources, management, public relations, or a related field and two years of library circulation experience with at least one year of leadership (lead worker or project lead) experience in a customer service environment. Equivalent combinations of education and experience may be considered. These requirements have not been assessed by Employee Relations Staffing Services for hiring purposes.

Under the general supervision of the Library Circulation Manager, the **Technology** Library Circulation Services Coordinator oversees the technology aspects and operations of the Central Library which includes audiovisual needs for board meetings,

events in the Centennial Hall Complex, for special events in Central Library and branches as assigned; includes scheduling of AV team for events. This coordinator is also responsible for the HotSpot Program coordination and oversight, MPLX circulation oversight, RFID, Sorter, self-checkouts and working with other Library Circulation Services Coordinators to cover all duties. Duties and responsibilities include:

- 40% Directly supervise the activities and training of all personnel assigned to the AV steam and technology operations of Central Library and may assist in training branch staff on new technology; interviews applicants when requested and makes recommendations to the Library Circulation Manager; assists in the orientation of new staff in Circulation; trains, supervises, tests, and evaluates performance of new personnel and other staff members as assigned by the Library Circulation Manager; consults with Library Circulation Manager on topics regarding staff issues, including coaching and discipline of staff, and approves time entries and signs sick leave forms; assists in daily schedule changes to facilitate work flow; and coordinate with other Library Circulation Services Coordinators, department heads and selectors to fulfill duties and operations.
- 15% Manages audiovisual schedule and operations for MPL, including Centennial Hall Complex, board meeting needs, special events, and programs; and schedules and manages AV team and equipment, trains team members, troubleshoots, recommends equipment best practices and ensures procedures are followed.
- 15% Acts as a liaison for HotSpot Program, self-checkouts, RFIDs, MPL Express and AMH; train staff in use of equipment and ensure procedures are consistent across locations; coordinates HotSpot activation, troubleshooting, and replacement in coordination with BLSAs; and works with delivery service and MPL I.T. on MPL Express service, deliver, and assists in troubleshooting.
- 10% Acts as night and weekend Circulation Supervisor; handles procedural and personnel problems including responsibility for opening and closing the safe and recovering cash and keys from the various work stations at the end of the work day; and resolve patron issues either in person or by phone and alerts Library Circulation Manager as needed.
- 10% Writes and/or receives circulation procedures pertaining to the areas of responsibility and submits to the department head for review; complies annual statistical reports; and provides oversight of issues with the compiling biweekly, weekly, monthly and annual reports for AV, LibraryNOW and ILS operations.
- 10% Compiles annual statistical reports; oversees the compilation of biweekly, weekly, monthly and annual reports for LibraryNOW and Circulation Department needs; oversees monthly supply orders; assists branch staff and the Federated System with circulation procedures; schedules circulation staff for AV in Centennial Hall and other locations as needed; attends or conducts meetings as assigned by the Library Circulation Manager; and performs other related duties as assigned.

Minimum requirements include a bachelor's degree in business administration or logistics, computer science, human resources, management, public relations, or a related field and two years of library circulation experience with at least one year of leadership (lead worker or project lead) experience in a customer service environment. Equivalent combinations of education and experience may be considered. These requirements have not been assessed by Employee Relations Staffing Services for hiring purposes.

Under the general supervision of the Library Circulation Manager, the **Tiers and Book Handling** Library Circulation Services Coordinator oversees the Tier and Book Handling operations of the Central Library which includes the shelving and return of materials, paging slips, tier paging, and all materials shifting projects. This position is also responsible for the public service delivery at the Periodicals Service Desk and DITTO services and working with other Library Circulation Services Coordinators to cover all duties. Duties and responsibilities include:

- 40% Directly supervise the activities and training of all personnel assigned to the Tier and Book Handling operations of Central Library including Central storage tiers, book service, and other Public Service stations; interviews applicants when requested and makes recommendations to the Library Circulation Manager; assists in the orientation of new staff in Circulation; trains, supervises, tests, and evaluates performance of new personnel and other staff members as assigned by the Library Circulation Manager; consults with the Library Circulation Manager on topics regarding staff issues, including coaching and discipline of staff, and approves time entries and signs sick leave forms; prepares the Sunday work schedules for the Circulation staff at Central Library; assists in daily schedule changes to facilitate work flow; outlines methods and plans the workflow to ensure the interfiling, sorting, and shelving and shelf reading of all materials; plans, outlines, directs, and supervises the work of staff for all shelving projects at Central Library; and coordinate with other Library Circulation Services Coordinators, department heads and selectors to fulfill duties and operations.

- 25% Ensures the proper retrieval of library materials requested by patrons through the organization and operation of Book Service and Periodical Service Desk and the tiers: 1T, 2T, 3T – materials retrieved may include: books, documents, periodicals, maps, bound periodicals, tax rolls, magazines, microfilm, pamphlets, serial sets, and media; ensures timely completion and fulfillment of patron requests through the paging slip process; oversees service delivery for patron duplication requests in the DITTO Department; and responsible for routing DITTO Department checks.
- 15% Writes and/or revises circulation procedures pertaining to the areas of responsibility and submits to the Department Head for review; complies annual statistical reports; and provides oversight of issues with the compiling biweekly, weekly, monthly, and annual reports for Tier and Book Handling operations.
- 10% Acts as night and weekend Circulation Supervisor; handles procedural and personnel problems including responsibility for opening and closing the safe and recovering cash and keys from the various work stations at the end of the work day; and resolve patron issues either in person or by phone and alerts Library Circulation Manager as needed.
- 10% Compiles annual statistical reports; oversees the compilation of biweekly, weekly, monthly and annual reports for Registration and Circulation Departments; oversees monthly supply orders; assists branch staff and the Federated System with circulation procedures; resolves code problems; attends or conducts meetings as assigned by the Library Circulation Manager; and performs other related duties as assigned.

Minimum requirements include a bachelor’s degree in business administration or logistics, computer science, human resources, management, public relations, or a related field and two years of library circulation experience with at least one year of leadership (lead worker or project lead) experience in a customer service environment. Equivalent combinations of education and experience may be considered. These requirements have not been assessed by Employee Relations Staffing Services for hiring purposes.

Under the direct supervision of Library Managers and in consultation with the Library Circulation Manager, Library Circulation Services Coordinators located at the Central Library are responsible for planning, organizing, and overseeing the activities of the agency and for training, scheduling, directing, supervising, evaluating and assisting the public service paraprofessional staff in the performance of those duties. This level of responsibility is now comparable to that of an Administrative Specialist - Senior in Pay Range 2EX. Positions at this level have responsibility for departmental administrative operations and oversee paraprofessional and administrative staff.

This report therefore recommends that three positions of Library Circulation Assistant III in Pay Range 6HN be reclassified to Library Circulation Services Coordinator in Pay Range 2EN (\$45,306 - \$63,426 with recruitment at \$50,716). In order to ensure the Library’s ability to recruit and retain the best qualified candidate for these positions, this report further recommends the ability to recruit at any point in the range with DER’s approval.

Current	Library Technician IV	PR 2CN (\$39,881 - \$55,825) Recruitment Rate: \$43,069 Recruitment Flexibility: Up to \$46,258 - DER approval	Two Positions
Recommended	Library Technical Services Coordinator	2EN (\$45,306 - \$63,426) Recruitment Rate: \$50,716 Recruitment Flexibility: Any point – DER approval	Two Positions

These two Library Technical Services Coordinators have distinct responsibilities – one as a part of the **Acquisitions and Serials** Section and another as a part of the **Copy Cataloging and Database Management** Section.

The Library Technical Services Coordinator in **Acquisitions and Serials** has overall responsibility for the coordination and control of activities related to the selection and purchase of library materials in all formats added to the collections of the Milwaukee Public Library System.

- 25% Collaborates with the Library Technical Services Specialist – Leads, directs data entry by the staff of all information into the automated system used for Acquisitions and Serials. Responsible for supporting the accuracy and maintenance of order records, shipments, and financial data related to the Acquisitions and Serials department. Responsible for retention of paper and electronic records. Directs compilation and preparation of the current week’s invoice distributions and records the transactions for City and other funds. Keeps accurate and up-to-date accounting records on materials fund expenditures and reconciles those records with the MPL Business Office Accounting Unit. Maintains training and knowledge through ongoing professional development to ensure implementation of best practices related to this work.
- 25% Supervises, coordinates and oversees the daily activities of the Acquisitions and Serials Library Technical Services Specialist – Leads and Library Technical Services Specialists. Assists staff responsible for the Acquisition and Serials

- unit in resolving problems, making work assignments, maintaining standards of performance, overseeing workflow and involved in overall training of Acquisitions and Serials staff. Provides back-up to positions as needed to ensure overall effective unit workflow.
- 15% Analyzes methods used, initiation, development, training and execution of new procedures to expedite work process in line with system-wide objectives and automated materials management systems. Exercises a high degree of independent judgment in developing new and interpreting established procedures relative to the ordering, receiving, and payment of all materials being secured for the Library's collections and other improvements in operations, utilization of staff and equipment.
- 10% Participates in meetings and works closely with the Acquisitions and Serials Manager and other professional staff to develop and implement methods necessary to select, order and process for payment all types of collection materials being purchased as a result of new and ongoing policies, procedures, services, and programs. Participates in meetings and works closely with the Technical Services Manager, CCDM Management Librarian, the CCDM Library Technical Services Specialist – Lead, the Periodicals Librarian, the Documents Librarian, Serials Cataloger and other professional and paraprofessional staff to develop and implement methods to catalog, process and preserve serials materials and documents.
- 10% Develops effective statistical work measurements, standards and schedules, and works closely with unit leader relative to staff meeting these standards and schedules. Develops reports and compiles and records statistics and data to support departmental needs and requests on a regular basis and as directed by the Acquisitions and Serials Manager, including reports from vendor databases. Generates lists/reports as necessary (i.e. Cancellation Reports, Purge Orders Off System, Financial Reports, etc.) to inform staff of information to support collection management, collection budget management, and system record maintenance related to Acquisitions and Serials.
- 10% In collaboration with the unit staff and the Business Office, establishes electronic set-up of new vendors for Acquisitions and Serials to ensure timely ordering, receipt, and payment of invoices. Supports placement of orders, invoicing, and payments with vendors, including primary vendor(s) and specialty vendors.
- 5% Troubleshoots systems used in Acquisitions and Serials, including integrated library systems, vendor databases, financial management systems, and others related to departmental work. Oversees and recommends purchases of supplies and equipment for Acquisitions and Serials. Performs other related duties as assigned.

Minimum requirements include a bachelor's degree in business administration or logistics, computer science, human resources, management, public relations, or a related field and two years of library technical experience with at least one year of leadership (lead worker or project lead) experience in a customer service environment. Equivalent combinations of education and experience may be considered. These requirements have not been assessed by Employee Relations Staffing Services for hiring purposes.

The Library Technical Services Coordinator in **Copy Cataloging and Database Management** has overall responsibility for the coordination and control of activities related to copy cataloging and processing of all non-serial materials added to and currently in the collections of the Milwaukee Public Library System.

- 25% Coordinates and oversees the overall and daily activities of all unit staff. This involves the analysis of methods used, the initiation, development, training, and execution of new procedures to expedite work in process in-line with system-wide objectives and automated systems.
- 15% Assists staff in resolving problems, makes work assignments, develops standards of performance, maintains work flow, and trains staff. Exercises a high degree of independent judgment in developing new and interpreting established procedures relative to the copy cataloging, processing, transferring, reinstating, inventorying, and discarding of all library materials.
- 15% Direct responsibility for maintenance of the item record databases for the Milwaukee Public Library System, involving approximately three million items. This involves the entry and maintenance of all necessary data into the automated system.
- 15% Direct responsibility for entry by the paraprofessional staff of all bibliographic information for Milwaukee Public Library and under contract for MCFLS into the cataloging subsystem. This requires a thorough knowledge of the OCLC System, tagging and codification as well as a comprehensive knowledge of current and pending changes in MPL, MCFLS, and OCLC cataloging procedures.
- 10% Participates in meetings and works closely with the Technical Services Manager, Management Librarian, librarian catalogers, and other professional staff to develop methods necessary to integrate all types of materials into the System's collections as a result of new and ongoing policies, services, and programs.

- 10% Develops effective statistical work measurements, standards, and schedules, and works closely with unit leaders relative to staff meeting these standards and schedules. Compiles records and reports production statistics on a regular basis.
- 10% Writes procedures and makes recommendations for improvements in operations, utilization of personnel and equipment; assumes responsibility for other technical services activities as assigned in the absence of other Library Technical Services Coordinator; performs occasional and unique processing routines; performs other related duties as assigned

Minimum requirements include a bachelor’s degree in business administration or logistics, computer science, human resources, management, public relations, or a related field and two years of library technical experience with at least one year of leadership (lead worker or project lead) experience in a customer service environment. Equivalent combinations of education and experience may be considered. These requirements have not been assessed by Employee Relations Staffing Services for hiring purposes.

Under the direct supervision of Library Managers, Library Technical Services Coordinators located at the Central Library are responsible for planning, organizing, and overseeing the activities of the agency and for training, scheduling, directing, supervising, evaluating and assisting the public service paraprofessional staff in the performance of those duties. This level of responsibility is now comparable to that of an Administrative Specialist - Senior in Pay Range 2EX. Positions at this level have responsibility for departmental administrative operations and oversee paraprofessional and administrative staff.

This report therefore recommends that two positions of Library Technician IV in Pay Range PR 2CN be reclassified to Library Technical Services Coordinator in Pay Range 2EN (\$45,306 - \$63,426 with recruitment at \$50,716). In order to ensure the Library’s ability to recruit and retain the best qualified candidate for these positions, this report further recommends the ability to recruit at any point in the range with DER’s approval.

Current	Copy Cataloging Technician II	PR 6HN (\$37,080 - \$41,863) Recruitment Rate: \$37,830	Four Positions
	Copy Cataloging Technician I	PR 6GN (\$33,976 - \$39,943) Recruitment Rate: \$35,524	Underfill Title
Recommended	Library Copy Cataloging Specialist	PR 2CN (\$39,881 - \$55,825) Recruitment Rate: \$48,500 Recruitment Flexibility: Any point – DER approval	Four Positions

The primary responsibility of this position is the cataloging and classification of designated monograph, AV, or serial materials, in English and other languages. This includes comparing library materials to OCLC bibliographic records, making corrections, or additions to records as necessary, and transferring those records to the online catalog. Additionally, the incumbent searches relevant databases (e.g., OCLC, Library of Congress (LC) Authority files, the online catalog, etc.) to select appropriate records and to resolve variant forms of entry in name, subject, and series fields. Duties and responsibilities include:

- 60% Using computer workstations, catalogs and classifies selected monograph, serial, or audiovisual library materials having full Library of Congress or Cataloging-in-Publication copy or select member libraries’ copy; performs pre-catalog searches and selects appropriate OCLC bibliographical records; makes record corrections and additions to records as necessary; corrects errors and supplies required information for descriptive fields; resolves inconsistencies in name, subject, and series fields using LC authority files and the online catalog; determines appropriate Dewey classification number by consulting OCLC copy, Dewey Classification schedules and the online catalog and assigns special cutters; and creates or modifies local system bibliographic records as necessary; and routes materials to librarian catalogers for cataloging where needed.
- 25% Assists with the printing and distribution of reports; responsible for overlaying brief records needing full bibliographic data generated by all members of the Milwaukee County Federated Library System (under the terms of contract); and checks and corrects “Bibliographic Error/ Enhancement Request” forms.
- 10% Assists with printing and distributing of daily heading reports. Performs authority work for new and established names, subjects and series, using LC authority files.
- 5% Assists supervisors and meets with cataloging staff to develop policies and procedures, plan work-flow, and schedules; maintains MPL OCLC and cataloging procedure files, statistics, and manuals on a timely basis; assists Automation Unit with resolution of problems and certain maintenance on departmental workstations; assists in training of OCLC and CountyCat bibliographical editing, overlaying and record deleting; and performs other related duties as assigned.

Minimum requirements include three years of Library technical experience. Equivalent combinations of education and experience may be considered. These requirements have not been assessed by Employee Relations Staffing Services for hiring purposes.

Under the direct supervision of Library Managers and the Library Technical Services Coordinators, four positions of Library Copy Cataloging Specialist located at the Central Library are responsible for the cataloging and classification of library materials. This level of technical responsibility is comparable to the technical knowledge and responsibility of the Document Services Supervisor in the Common Council-City Clerk’s Open Records Center. This position supervises the citywide records management program as well as the services provided by the document services center staff. This involves filming, scanning, indexing, and inventory of records in addition to overseeing the City’s Archival Records Program.

This report therefore recommends that four positions of Copy Cataloging Technician II in Pay Range 6HN be reclassified to Library Copy Cataloging Specialist in Pay Range 2CN (\$39,881 - \$55,825 with recruitment at \$48,500). In order to ensure the Library’s ability to recruit and retain the best qualified candidate for these positions, this report further recommends the ability to recruit at any point in the range with DER’s approval.

Current	Library Technician III	PR 6FN (\$30,664 - \$38,406) Recruitment Rate: \$34,717	Three Positions
Recommended	Library Technical Services Specialist - Lead	PR 5IN (\$46,347 - \$54,669) Recruitment Rate: \$47,779	Three Positions

These three Library Technical Services Specialist - Lead positions have distinct responsibilities –two as a part of the **Acquisitions and Serials** Section and one as a part of the **Copy Cataloging and Database Management** Section.

The **Acquisitions and Serials** Library Technical Services Specialist – Lead is responsible for the assignment of work and control of workflow relative to the acquisition of library materials in all formats. This includes supporting and troubleshooting the technical aspects of ordering, receiving, cancellations, and payment processing of library materials ranging from purchased resources to gift acquisitions. Duties and responsibilities include:

- 40% Conducts record management related to acquisitions and selection, including running lists and reports as directed by the ACQ/SER Librarian Technician IV and unit manager; imports electronic invoices, organizes invoice groups, makes payments for materials in both Sierra database and the city’s Financial Management Information System (FMIS); in absence of Library Technician IV, organize and direct invoice grouping, voucher entry, organization or materials invoices for city payments, and manages related record keeping; resolves problem orders and deals with vendor’s statements and credit; manages damaged materials received by vendors, including communication with vendors for appropriate replacements and/or credits, returns of product, documentation, and ensuring timely resolution related to acquisition orders; manages order cancellations, including running vendor reports, facilitating Sierra database orders and bibliographic record updates and creating cancellation reports to facilitate selection work; and manages technical aspect of gift material acquisition, including compiling lists for selection, creating order records, and facilitating the processing of approved gift materials.
- 30% Serves as team leader for ACQ/ SER by assigning work, developing workflow patterns and recommending ways to streamline; trains new and current staff on Acquisitions responsibilities and procedures; oversees internal bindery/pre-processing functions performed by the ACQ/ SER unit; troubleshoots issues and questions that arise in the unit’s everyday acquisition activities and advises staff on appropriate problem solving methods to apply to daily work; regularly shares progress and achievements of the Library Technical Services Specialists with the Library Technical Services Coordinator for preparation of probationary and annual staff reviews; and reviews, writes, updates and shares acquisitions work procedures with collaboration with ACQ/ SER and in consultation with the Library Technical Services Coordinator and Management Librarian.
- 25% Maintains statistics related to acquisitions work under the guidance of the Library Technical Services Coordinator and Management Librarian; disseminates memos, procedures, and other information as needed/directed; collaborates in the creation of weekly work schedules for ACQ/SER Library Technical Services Specialists; assists in and performs portions of other unit jobs as needed given staffing and workflow; collaborates with CCDM staff regarding material flow and cross-training; and communicates with selectors as needed to ensure accurate ordering and materials processing.
- 5% Serves on library committees as related to work and/or support overall library system; connects with MCFLS member library colleagues to support overall system and MPL acquisitions; and performs other related duties as assigned.

Minimum requirements include two years of library technical experience. Equivalent combinations of education and experience may be considered. These requirements have not been assessed by Employee Relations Staffing Services for hiring purposes.

The **Copy Cataloging and Database Management** Library Technical Services Specialist – Lead is responsible for the paraprofessional team dedicated to support of database maintenance activities for monograph and medial materials, entering and modifying item records for Central and Branch agency collections, and allocating and processing materials for all MPL collections. Duties and responsibilities include:

- 40% Serves as team leader for the Library Technical Services Specialist staff members by developing procedures, providing training, allocating work assignments, and monitoring performance related to adding items to the CountyCat online database and maintain database accuracy and integrity, including: continuous training of Library Technical Services Specialist staff; reviewing and cleaning up OCLC WorldCat and CountyCat databases after batch deletion activities are completed; review materials reinstatement activities for Library Technical Services Specialist staff; resolving incorrect item problems and determining maintenance through the Milwaukee Public Library System; coordinating special projects to correct or clean up item records; and leading team in writing and programming RFID tags for items in the MPL System
- 30% Serves as liaison to MPL Cataloging and Copy Cataloging staff and team leader for the Library Technical Services Specialist staff members by developing procedures, providing training, allocating work assignments, and monitoring performance of tasks related to cataloging: creating monthly statistics and item error analysis for all items created in the MPL system; leading team in shelf listing and creating unique [or final] cutter number for bibliographical main entry; responsible for creating model items for materials in new or unusual formats; modifying or creating bibliographic or item records according to department procedure; and adding ISBN of duplicate item of another binding format to appropriate bibliographic record.
- 15% Serves as a liaison team leader to Library Technical Services Specialist unit staff by developing procedures, providing training, allocating work assignments, and monitoring performance related to physical processing of library materials: applying book and spine labels to new, duplicate, and reinstated books; processing MPL materials; printing special labels and affixing them to materials; reinforcing and repacking materials in binders, folders, boxes, or kit bags as needed to facilitate circulation and durability; and sorting materials for delivery to Central and Branch library locations.
- 15% Creates monthly work schedules; maintains inventories and orders supplies for packaging, labels, and general office use; and performs other related duties as assigned.

Minimum requirements include two years of library technical experience. Equivalent combinations of education and experience may be considered. These requirements have not been assessed by Employee Relations Staffing Services for hiring purposes.

Under the direct supervision of Library Managers and the Library Technical Services Coordinators, three positions of Library Technical Services Specialist - Lead located at the Central Library are responsible for either the assignment of work and control of workflow relative to the acquisition of library materials in all formats or the team dedicated to support of database maintenance activities for monograph and medial materials, entering and modifying item records for Central and Branch agency collections, and allocating and processing materials for all MPL collections.

This level of responsibility is comparable to that of Program Assistant III or Water Plant Maintenance Assistant positions in Pay Range 5IN positions within city government.

- Water Plant Maintenance Assistants within the Distribution Section of the Milwaukee Water Works coordinates distribution section data, maintain databases and act as a lead worker and main point of contact for all distribution related software. They create and maintain tailored databases and tracking systems.
- The Program Assistant III in the Department of Public Works Operations Division administers the City of Milwaukee billing for snow and ice fees, solid waste fees, and quarterly garbage service billing and collections.
- The Program Assistant III in the Department of Public Works-Administrative Services administers contract documents, payments for contracts and processes contracts and payment from the State of Wisconsin. This position serves as the DPW Accounts Payable Functional Lead.

This report therefore recommends that three positions of Library Technician III in Pay Range 6FN be reclassified to Library Technical Services Specialist – Lead in Pay Range 5IN (\$46,347 - \$54,669 with recruitment at \$47,779).

Current	Library Circulation Assistant II	PR 6FN (\$30,664 - \$38,406) Recruitment Rate: \$32,076	Six Positions
Recommended	Library Circulation Services Representative - Lead	PR 5IN (\$46,347 - \$54,669) Recruitment Rate: \$47,779	Six Positions

These Library Circulation Services Representative - Lead positions have distinct responsibilities in the **Circulation Section** and in **Education and Outreach Services (EOS)**.

Five of the Library Circulation Services Representative – Lead serve as lead workers throughout the **Circulation Section** at the Central Library. In addition to these responsibilities, these Leads perform all duties assigned to the Library Circulation Services Representative. In the absence of the Library Circulation Services Coordinator, the incumbent is responsible for maintaining circulation related workflow and public service at the Central Library by assigning tasks and resolving problems. Duties and responsibilities include:

- 40% Compiles statistical and departmental reports; resolves problem registration applications; registration corrections and additions to patron records; oversees the hold process, creates lists assignments in Registration and other projects; and provides leadership and maintains the workflow in assignments related to shelving, sorting, interfiling, and discharging of materials.
- 30% Serves as lead worker within the Central Library Circulation Bureau and at the Circulation public service points; maintains workflow; resolves minor problems; reports larger problems to supervisor; assists with staff training and verifying time records. In the absence of Library Circulation Services Coordinator is responsible for schedule changes and work reassignments to maintain workflow and public service; and consults with Library Circulation Services Coordinator on performance issues, and assists with performance tests.
- 15% Performs paraprofessional duties associated with the acquisition and discarding of library materials; prepares and processes bindery material; assists with damaged materials, including billing; assists with monitoring, ordering, checking in and billing of supplies. Miscellaneous duties may include assistance with opening and/or closing procedures; maintaining appropriate behavior by the public in the library; registering voters; sorting deliveries and mail; creating manual fines; operating audiovisual equipment; handling cash and preparing cash reports; assisting the IT department in the repair of equipment; verifies, sorts and shelves materials from return desk, book drops, sorters, room use, and acquisitions; reads shelves to maintain proper order; shifts and straightens collections; processes materials for delivery; and at times retrieves materials for weeding or for inventory purposes.
- 10% Works all Central Library Circulation public service points; checks materials in and out; registers new borrowers; collects money owed for fines and materials, including the use of Virtual Merchant for credit card payments; processes refunds for materials that were paid for and later returned; answers directional and general information inquiries regarding library events and services; answer the telephone and transfer calls to the appropriate staff member or public service desk; troubleshoots RFID tag problems upon check-in; conducts shelf checks; assists the public with self-service resources, including check-out, self-pick-up of holds, e-commerce, photocopiers, printers, PC's and CountyCat; and assists the public with library accounts and searching for specific materials.
- 5% Performs other related duties as assigned.

Minimum requirements include two years of library circulation experience. Equivalent combinations of education and experience may be considered. These requirements have not been assessed by Employee Relations Staffing Services for hiring purposes.

One Library Circulation Services Representative – Lead assigned to **Education and Outreach Services** selects books and other materials for delivery to child care centers and delivers deposit collections to selected agencies. This position provides some readers advisory assistance. The incumbent drives a city vehicle to various community agencies and locations. This position suggests materials and formats for purchase and becomes familiar with library materials and services. Duties and responsibilities include:

- 50% Chooses books and other materials for child care centers from EOS holdings; charges out materials for child care centers and nursing homes and monitors agency's circulation records; delivers deposit collections as scheduled to city

- child care centers, and selected agencies; on site, packs returns, unpacks and shelves new collections; and interactions with personnel at all agencies, interpreting library policies and procedures, referring questions or problems beyond range of expertise to the supervisor.
- 20% Provides scheduled library services to residents of senior housing complexes, including registration, reader's advisory and taking specific material requests; chooses books and other materials for seniors from EOS holdings and loads and unloads books onto van; brings materials into designated agencies and displays materials for browsing and borrowing by residents; and charges and discharges materials.
- 20% Performs Library Circulation Services Representative duties in the EOS section (i.e. registration, shelving, checking in new materials, answering telephones, handling discards, shelf reading, and minor book repairs); works Sunday and Emergency Help assignments as needed and as assigned; and supports library programming and outreach initiatives (i.e. Teen Summer Reading).
- 10% Maintains van by regularly fueling, adding oil, washing and cleaning it; reports any problems to YCOS Library Circulation Services Coordinator; through contacts with residents, business, religious, social, and youth serving agencies, suggest methods to improve library services to underserved communities; become familiar with unit collections and suggest materials or formats for purchase; and performs other related duties as assigned.

Minimum requirements include two years of library circulation experience. Equivalent combinations of education and experience may be considered. These requirements have not been assessed by Employee Relations Staffing Services for hiring purposes.

Under the direct supervision of Library Managers and the Library Circulation Services Coordinators, six positions of Library Technical Services Specialist - Lead located at the Central Library serve as lead workers either throughout the Circulation Section or with Youth and Community Outreach Services.

Similar to the Library Technical Services Specialist – Lead positions, these Library Circulation Services Coordinators have responsibility comparable to a Program Assistant III or Water Plant Maintenance Assistant positions in Pay Range 5IN positions within City government as described above.

This report therefore recommends that six positions of Library Circulation Assistant II in Pay Range 6FN be reclassified to Library Circulation Services Representative – Lead in Pay Range 5IN (\$46,347 - \$54,669 with recruitment at \$47,779).

Current	Audio Machine Technician	PR 6FN (\$30,664 - \$38,406) Recruitment Rate: \$34,717	Two Positions
Recommended	Library Audio Machine Technician	PR 5EN (\$40,501 - \$46,724)	Two Positions

The Library Audio Machine Technician orders, maintains, and keeps records of machine and accessory inventory; assists the volunteer workers in the machine repair program; and serves as a lead worker at the Wisconsin Talking Book and Braille Library (WTBBL). Duties and responsibilities include:

- 30% Supervises mailing of outgoing equipment, and sorts and retrieves incoming equipment from daily mail deliveries; diagnoses machine and accessory malfunctions, repairs machines, and operates battery rechargers; inspects machines and accessories before mailing to borrowers; and provides telephone service as needed, specifically in equipment use and diagnosis of equipment problems.
- 30% May serve as lead worker, in the absence of Circulation supervisor, or Librarian-in-Charge; fills in, as assigned during absences of Library Circulation Services Representative staff and as needed, helping with mail, shelving, and the inspection, check-in of incoming materials (percentage of weekly time allocated to these duties may increase to 50%, subject to department needs); performs other duties as required, including coverage of front office telephones during office staff absences.
- 25% Maintains physical inventory of machines and accessories by type and location; maintains inventory files of loaned machines, of warranty forms, repair order forms; technical manuals, etc.; keeps patron specific machine files; keeps machine report statistics, in accordance with supervisor, reports equipment statistics to NLS in accordance with guidelines; provides timely notice to supervisors when letters and forms require reordering or duplication; packages and mails equipment to be recycled in accordance with NLS guidelines; and participates daily in collection maintenance duties as assigned, including but not limited to, inventory, XESS, and collection shifting.

- 10% Communicates with statewide repair volunteers and distributes information of interest to them; coordinates the ordering and maintenance of the physical inventory of machine repair parts and mailing of parts to repair volunteers; and assists and trains repair volunteers in diagnosing and repairing machines.
- 5% Serves public through outreach presentations and exhibits when needed.

Minimum requirements include two years of library circulation or technical experience. Equivalent combinations of education and experience may be considered. These requirements have not been assessed by Employee Relations Staffing Services for hiring purposes.

Under the direct supervision of Library Managers and the Library Circulation Services Coordinator, two positions of Audio Machine Technician in Pay Range 6FN located at the Central Library order, maintain, and keep records of machine and accessory inventory. They assist volunteers in the machine repair program and serve as lead worker at the WTBBL.

This work performed by these positions is comparable in level to the classification of Program Assistant I in Pay Range 5EN. These paraprofessional positions perform duties and responsibilities in specific area of operations within a city department. Positions require a good working knowledge of policies and procedures associated with a particular operation and carry out duties and responsibilities very independently.

This report therefore recommends that two positions of Audio Machine Technician in Pay Range 6FN be reclassified to Library Audio Machine Technician in Pay Range 5EN (\$40,501 - \$46,724).

Current	Library Technician II	PR 6EN (\$28,267 - \$35,922) Recruitment Rate: \$30,529	Eight Positions
	Library Technician I	PR 6CN (\$26,297 - \$32,910)	Underfill Title
Recommended	Library Technical Services Specialist	PR 5DN (\$36,252 - \$42,916) Recruitment Rate: \$37,782	Eight Positions

Library Technical Services Specialists perform technical services duties in both Acquisitions/ Serials Section and the Copy Cataloging and Database Maintenance Section. These positions provide paraprofessional support for acquiring and preparing materials for Central Library and Branch agency collections. This is accomplished through physical preparation and electronic record creation and maintenance. Duties may include ordering materials from a variety of vendors, various aspects of payment, receipt of shipments, materials check-in, physical material preparation of all formats, bibliographic verification, item cutter assignment and database maintenance, serials and government documents receipt, routing materials for selection, and interoffice, USPS, and UPS mail management. Duties and responsibilities include:

- 40% Creates and updates records in the online database representing many formats of materials; performs electronic record enhancements and cleans up and updates projects on records; exhibits a high degree of coding expertise and familiarity with Sierra technical software; writes appropriate RFID tags for materials and puts items into transit for system distribution; creates order and brief bibliographic records for all formats; prepares and sends electronic orders; opens, unpacks, and verifies all materials; enters receipt data and produces process slips; applies ownership head stamps, labels, barcodes, book labels, spine labels, routing slips or labels, depository labels, RFID tags and other special labels indicating loan period or reference use for all material formats; covers book jackets with Plasti-kleer reinforcement; performs specialized material preparation such as adding disc pockets and map processing; and performs some material repairs as necessary.
- 40% Creates order and brief bibliographic records for all formats; prepares and sends electronic orders; opens, unpacks, and verifies all material; enters receipt data and produces process slips; creates and updates check-in records for subscriptions, standing orders, microforms, and government documents; identifies items in need of action related to title variations, publication patterns, cancelled or ceased publications; prepares serials for shipment to bindery; sorts newspapers, magazines, and government documents for check-in; invoice processing and account maintenance; processes errors and imperfect copies for return and request vendor credits; prepares invoices for payment, processes invoices into catalog database and enters invoice and fund information into the city payment system (FMIS); posts encumbrances and charges various funds making copies of paperwork for accounting information held at MPL and City Hall; verifies bibliographic information; shelf lists new items in all formats; performs reinstatement routines; packages non-book materials of all kinds; scans media art to resize for available packaging; recalls materials to correct errors of all

types; regular project activities; eliminates missing items from database; operates the disc cleaning machine; and participates in system wide reclassification projects.

15% Collects and delivers all library mail, interoffice and external.

5% Answers phone and email when supervisors are unavailable; takes detailed messages and assists in problem solving of issues; assists in training new employees and cross-training existing staff; assists in developing, documenting, and maintaining departmental procedures; and performs other related duties as assigned.

Minimum requirements include one-year of library or related customer-service experience. Equivalent combinations of education and experience may be considered. These requirements have not been assessed by Employee Relations Staffing Services for hiring purposes.

Under the direction of the Library Technical Services Coordinators and the Library Technical Services Specialist - Lead, the Library Technical Services Specialists perform technical services duties in both Acquisitions/ Serials Section and the Copy Cataloging and Database Maintenance Section.

These positions are comparable in level of responsibility to that of a License Specialist I in the Common Council City Clerk's License Division or Police Records Specialist II in Pay Range 5DN.

- A License Specialist I processes applications and permits in accordance with state statutes, city ordinances and department procedures.
- A Police Records Specialist II classifies and codes entries of crime reports processed and reported to the State of Wisconsin and the Federal Bureau of Investigation.

The cost of labor data from ERI also supports this level of compensation for a Library Technical Services Specialist

Librarian Cataloger	10 th %	25 th %	Mean	75 th %	90 th %
Southeastern Wisconsin	36,177	39,054	42,991	46,481	50,198

Compiles and catalogs information on print and nonprint library materials, such as books and periodicals, identify materials and integrating information into library catalog, using various classification systems, including the Dewey Decimal system. Produces a log that identifies a book or publication's author, title, subject, publisher, publication date, edition, classification number, and location in the library. Verifies and cross-references data with information printed on the title page of books, and integrates changes into the data systems. Marks classification number from log into library material for identification.

This report therefore recommends that eight positions of Library Technician II in Pay Range 6EN be reclassified to Library Technical Services Specialist in Pay Range (\$36,252 - \$42,916 with recruitment at \$37,782).

Current	Library Circulation Assistant I	PR 6EN (\$28,267 - \$35,922)	65 Positions (2 Aux) 24 Positions (0.53 FTE) 5 Positions (0.50 FTE)
Recommended	Library Circulation Services Representative	PR 5DN (\$36,252 - \$42,916) Recruitment Rate: \$37,782	65 Positions (2 Aux) 24 Positions (0.53 FTE) 5 Positions (0.50 FTE)

The Library Circulation Services Representative performs customer service functions in a proactive manner, assisting patrons with checkout and registration, charging and discharging library materials, handling book retrivals and searches, entering information on the computer, and assisting in duties associated with book acquisition. The position also sorts and shelves library materials and performs other related duties as assigned. Duties and responsibilities include:

- 40% Staffs customer service desk; checks in and checks out library materials; collects necessary charges including the use of Virtual Merchant for credit card payments; refunds payments for material that was paid for and later returned; answers directional inquiries and general information inquiries regarding library events and services; answers the telephone and transfers calls to the appropriate staff member; troubleshoots RFID tag issues upon check-in of materials; conducts shelf checks; assists the public with self-service resources including checkout, self-pickup of holds, e-commerce, library card registration, photocopiers, printers, PCs, and CountyCat, e.g., assists the public with their patron accounts, or may search for specific items; assists applicants in registering for library cards including online self-registration and in the

- reporting and replacement of lost cards; processes materials for and from delivery; and searches for and retrieves materials to fill hold requests, for weeding, or for inventory purposes.
- 20% Verifies, sorts, and shelves materials from returns desk, book drops, sorters, room use, and acquisitions; reads shelves to maintain proper order; and shifts and straightens collections as space requires.
- 20% Miscellaneous duties that may include assisting in opening and/or closing procedures; assisting when necessary in maintaining appropriate behavior by the public in the library; registering voters; processing new supplies; sorting deliveries and mail; creating manual fines; operating audiovisual equipment, handling cash, preparing cash reports, assisting IT department in repair of equipment, and compiling statistical reports; and updating patron records of new borrowers.
- 5% Performs duties associated with the acquisition of new books and the discarding of old books; and prepares materials for repair and processes them when returned.
- 5% Assists in training personnel; consults with Library Circulation Services Coordinator on performance issues.
- 5% Performs photocopying and faxing of orders placed through Ditto and at the Periodical Service Desk; and may serve as the relief operator.
- 5% Performs other related duties as assigned.

Minimum requirements include one-year of library or related customer-service experience. Equivalent combinations of education and experience may be considered. These requirements have not been assessed by Employee Relations Staffing Services for hiring purposes.

Under the direction of a Library Services Coordinator, Library Circulation Services Coordinator or Library Services Representative-Lead a Library Circulation Services Representative performs customer service functions by assisting patrons with checkout and registration, charging and discharging library materials, handling book retrivals and searches, entering information on the computer, and assisting in duties associated with book acquisition.

Similar to the Library Technical Services Specialist, the Library Circulation Services Representatives are also comparable in level of responsibility to that of a License Specialist I in the Common Council City Clerk’s License Division or Police Records Specialist II in Pay Range 5DN as detailed above.

The cost of labor data from ERI also supports this level of compensation for a Library Circulation Services Representative.

Library Assistant	10 th %	25 th %	Mean	75 th %	90 th %
Southeastern Wisconsin	35,630	37,782	40,878	43,344	46,107

Assists Librarian in compiling records, sorting and shelving books, and issuing and receiving library materials, such as books, films, slides, recordings, and CD-ROMS. Records identifying data and due date to issue item to patrons. Inspects returned item for damage, verifies due-date, and computes and receives overdue fines. Reviews records of overdue item and issues overdue notices to borrowers.

This report therefore recommends that 65 full-time (2 being auxiliary positions), 24 (0.53 FTE) positions, and 5 (0.50 FTE) positions of Library Circulation Assistant I in Pay Range 6EN (\$28,267 - \$35,922) be reclassified to Library Circulation Services Representative in Pay Range (\$36,252 - \$42,916 with recruitment at \$37,782).

Current	Library Circulation Aide	PR 9CN (\$7.95 - \$9.70)	21 Positions (0.56 FTE)
	Teen Outreach Intern	PR 9CN (\$7.95 - \$9.70)	10 Positions
Recommended	Library Circulation Aide	PR 9MN (\$11.27)	21 Positions (0.56 FTE)
	Library Teen Outreach Intern	PR 9MN (\$11.27)	10 Positions

Library Circulation Aide

The Library Circulation Aide performs library support duties on a part-time basis. Responsibilities include shelving, shelf reading, and shifting library materials. A Library Circulation Aide provides limited circulation services at customer service desks and assists with opening and closing procedures when assigned. Duties and responsibilities include:

- 50% Verifies, sorts, and shelves materials from the returns desk, book drops, sorters, room use, and acquisitions; reads shelves to maintain proper order; shifts and straightens collections as space requires; processes materials for and from delivery; and searches for and retrieves materials to fill hold requests.

- 20% Staffs customer service desk; checks in and out library materials; answers directional inquiries; answers general information inquiries regarding library events and services; answers the telephone and transfers calls to the appropriate staff member; troubleshoots RFID tag problems upon check in of materials; and conducts shelf-checks.
- 20% Assists the public with self-service resources including self-checkout machines, hold shelf, PCs, and CountyCat, e.g.; and assists the public with their patron accounts, or may search for specific items.
- 5% Assists with opening and closing routines (i.e. turns on or shuts off various electrical machines, straightens work area before starting or leaving; changing daters, etc.)
- 5% Performs other related duties as assigned.

Minimum qualifications include the incumbent be at least 16 years old at time of application and current enrollment as a high school, college, or technical school student for a minimum of three credits per semester.

Library Teen Outreach Intern

The Library Teen Outreach Intern supports implementation of the library's Connected Learning for Teens initiative on a part-time basis, fulfilling the mission and vision of the Milwaukee Public Library and employing strategies outlined by the library. Incumbents serve as faces and voices for the library, spearheading teen outreach projects and assisting in developing new programs for teens in the Milwaukee community. This position also consults on space design and redesign, mentor their peers, and host engaging events. Duties and responsibilities include:

- 50% Help facilitate open making time in the Makerspaces, and work to build new ones; in collaboration with community teens, design Makerspaces and present recommendations to MPL staff; help with subsequent grant writing to curate technology for the Makerspaces; assists with purchasing, installation, training, and launch parties; and create placemaking art for Makerspaces, and help to engage educators in using library resources.
- 15% Develop and implement project designed to engage teens in all that the Milwaukee Public Library has to offer; this may include hosting events, designing and launching an app for teens, spearheading major teen outreach initiatives; and updating teen targeted social media on a regular basis.
- 10% Help get the word out about library events and programs, as well as programs geared for teens. Library Teen Outreach Interns serve as liaison to their peers, using social media and other effective strategies to engage teens in MPL programs and resources.
- 10% Learn how to connect the dots between the internship at the library and plans for the future. Help peers do the same by hosting college and career readiness programs.
- 5% Work closely with colleagues in the internship program, MPL staff, and community members to achieve mission and to serve the community. Interns are expected to advise on multiple library projects that relate to teens and target markets outlined by MPL.
- 5% Coached by MPL staff document activity, measure progress and report work completed.
- 5% Other duties as assigned.

Minimum qualifications include the incumbent be at least 16 years old at time of application and current enrollment as a high school, college, or technical school student for a minimum of three credits per semester.

The Library Circulation Aide and Library Teen Outreach Intern are part-time student positions with responsibilities for shelving, shelf reading, and shifting library materials or support implementation of the library's Connected Learning for Teens initiative.

The responsibilities of these positions are comparable to those of the Construction Laborer Intern in Pay Range 9MN in the Department of Public Works.

- As a Construction Laborer Intern, youth train to obtain a Commercial Driver's License (CDL) permit by attending DPW classes and practicing with DPW vehicles. They shadow construction crews as they perform light to heavy manual labor such as digging, shoveling, sweeping and moving objects.

This report therefore recommends that 21 positions of Library Circulation Aide and 10 positions of Teen Outreach Intern in Pay Range 9CN be reclassified to Library Circulation Aide and Library Teen Outreach Intern in Pay Range 9MN (\$11.27).

Action Required – Effective Pay Period 12, 2021 (May 30, 2021)*

***Effective date for Library Circulation Manager to be Pay Period 14, 2020 (June 28, 2020)**

In the Salary Ordinance

Under Pay Range 1EX:

Add the title 'Library Circulation Manager'

Add footnotes (15) and (31)

Create and add footnotes (16) and (32):

(16) Recruitment is at:

Biweekly	2,428.42
Annual	63,138.92

(32) Recruitment is at:

Biweekly	2,501.27
Annual	65,033.02

Under Pay Range 2EN:

Add the title 'Library Services Coordinator'

Create and add footnotes (18) (19) (37) (38)

(18) Recruitment may be at any rate in the range with the approval of DER.

(19) Additional one-time \$400 incentive for completing reference coursework.

(37) Recruitment may be at any rate in the range with the approval of DER.

(38) Additional one-time \$400 incentive for completing reference coursework.

Add footnotes (4) (23)

Add the title 'Library Circulation Services Coordinator'

Add footnotes (4) (18) (23) (37)

Add the title 'Library Technical Services Coordinator'

Add footnotes (4) (18) (23) (37)

Under Pay Range 2CN:

Delete the title 'Library Technician IV (7) (14)'

Delete the title 'Branch Library Services Assistant (7) (14)'

Add the title 'Library Copy Cataloging Specialist'

Create and add footnotes (8) (9) (17) (18)

(8) Recruitment is at:

Biweekly	1,865.38
Annual	48,499.88

(9) Recruitment may be at any rate in the range with the approval of DER.

(17) Recruitment is at:

Biweekly	1,921.34
Annual	49,954.84

(18) Recruitment may be at any rate in the range with the approval of DER.

Under Pay Range 2BN:

Delete the title 'Library Services Assistant (4) (8)'

Under Pay Range 5IN:

Add the title 'Library Technical Services Specialist – Lead' and add footnotes (1) (6)

Add the title 'Library Circulation Services Representative – Lead' and add footnotes (1) (6)

Under Pay Range 5EN:

Add the title 'Library Audio Machine Technician'

Under Pay Range 5DN:

Add the title 'Library Technical Services Specialist'

Create and add footnotes (5) (10)

(5) Recruitment is at:

Biweekly	1,453.15
Annual	37,781.90

(10) Recruitment is at:

Biweekly	1,496.74
Annual	38,915.24

Add the title 'Library Circulation Services Representative' and add footnotes (5) (10)

Under Pay Range 6CN:

Delete the title 'Library Technician I'

Under Pay Range 6EN:

Delete the title 'Library Circulation Assistant I'

Delete the title 'Library Technician II (1) (2)'

Under Pay Range 6FN:

Delete the title 'Audio Machine Technician (3) (7)'

Delete the title 'Library Circulation Assistant II (2) (6)'

Delete the title 'Library Technician III (3) (7)'

Under Pay Range 6GN:

Delete the title 'Copy Cataloging Technician I (2) (4)'

Under Pay Range 6HN:

Delete the title 'Copy Cataloging Technician II (2) (6)'

Delete the title 'Library Circulation Assistant III (2) (6)'

Under Pay Range 9CN:

Delete the title 'Library Circulation Aide'

Delete the title 'Teen Outreach Intern'

Under Pay Range 9MN:

Add the title 'Library Circulation Aide'

Add the title 'Library Teen Outreach Intern'

In the Positions Ordinance

Under Library, Administrative Services Decision Unit:

Acquisitions and Serials Section:

Delete 1 position of 'Library Technician IV'

Delete 2 positions of 'Library Technician III'

Delete 4 positions of 'Library Technician II'

Add 1 position of 'Library Technical Services Coordinator'

Add 2 positions of 'Library Technical Services Specialist – Lead'

Add 4 positions of 'Library Technical Services Specialist'

Copy Cataloging and Database Management Section:

Delete 1 position of 'Library Technician IV'

Delete 4 positions 'Copy Cataloging Technician II (B)'

Delete 1 position of 'Library Technician III'

Delete 4 positions of 'Library Technician II'

Add 1 position of 'Library Technical Services Coordinator'

Add 4 positions 'Library Copy Cataloging Specialist (B)'

Add 1 position of 'Library Technical Services Specialist – Lead'

Add 4 positions of 'Library Technical Services Specialist'

Under Library, Branch Library Services Decision Unit:

Branch Library Service Pool Section:

Delete 11 positions of 'Branch Library Services Assistant'

Delete 1 position of 'Branch Library Services Assistant (E)'

Delete 28 positions of 'Library Circulation Assistant I'

Delete 5 positions of 'Library Circulation Assistant I – Bilingual'

Delete 23 positions of 'Library Circulation Assistant I (0.53 FTE)'

Delete 1 position of 'Library Circulation Assistant I (0.50 FTE)'

Add 11 positions of 'Library Services Coordinator'

Add 1 position of 'Library Services Coordinator (E)'

Add 28 positions of 'Library Circulation Services Representative'

Add 5 positions of 'Library Circulation Services Representative – Bilingual'

Add 23 positions of 'Library Circulation Services Representative (0.53 FTE)'

Add 1 position of 'Library Circulation Services Representative (0.50 FTE)'

Auxiliary Positions Section:

Delete 1 position of 'Library Circulation Assistant I'

Add 1 position of 'Library Circulation Services Representative'

Under Library, Central Library Decision Unit:

Humanities and Arts Section:

Delete 1 position of 'Library Circulation Assistant I (0.50 FTE)'

Add 1 position of 'Library Circulation Services Representative (0.50 FTE)'

Education & Outreach Services Section:

Delete 1 position of 'Library Services Assistant'

Delete 2 positions of 'Library Circulation Assistant II'

Delete 1 position of 'Library Circulation Assistant I (0.50 FTE)'

Delete 10 positions of 'Teen Outreach Intern'

Add 1 position of 'Library Services Coordinator'

Add 2 positions of 'Library Circulation Services Representative – Lead'

Add 1 position of 'Library Circulation Services Representative (0.50 FTE)'

Add 10 positions of 'Library Teen Outreach Intern'

Talking Book and Braille Library (D) Section:

Delete 1 position of 'Library Services Assistant (D)'

Delete 2 positions of 'Audio Machine Technician (D)'

Delete 4 positions of 'Library Circulation Assistant I (D)'

Delete 1 position of 'Library Circulation Assistant I (0.53 FTE) (D)'

Add 1 position of 'Library Services Coordinator (D)'

Add 2 positions of 'Library Audio Machine Technician (D)'

Add 4 positions of 'Library Circulation Services Representative (D)'

Add 1 position of 'Library Circulation Services Representative (0.53 FTE) (D)'

Circulation Bureau Section:

Delete 1 position of 'Administrative Specialist – Senior'

Add 1 position of 'Library Circulation Manager'

Tier and Book Handling Section:

Delete 2 positions of 'Library Circulation Assistant III'

- Delete 2 positions of 'Library Circulation Assistant II'
- Add 2 positions of 'Library Circulation Services Coordinator'
- Add 2 positions of 'Library Circulation Services Representative – Lead'

Registration/Book Return Section:

- Delete 1 position of 'Library Circulation Assistant III'
- Delete 2 positions of 'Library Circulation Assistant II'
- Add 1 position of 'Library Circulation Services Coordinator'
- Add 2 positions of 'Library Circulation Services Representative – Lead'

Circulation Bureau Pool Section:

- Delete 1 position of 'Library Circulation Assistant I (0.50 FTE)'
- Delete 25 positions of 'Library Circulation Assistant I (A)'
- Delete 1 position of 'Library Circulation Assistant I (F)'
- Add 1 position of 'Library Circulation Services Representative (0.50 FTE)'
- Add 25 positions of 'Library Circulation Services Representative (A)'
- Add 1 position of 'Library Circulation Services Representative (F)'

Interlibrary Services Grant (H) Section:

- Delete 1 position of 'Library Circulation Assistant I (0.50 FTE) (H)'
- Add 1 position of 'Library Circulation Services Representative (0.50 FTE) (H)'

Auxiliary Positions Section:

- Delete 1 position of 'Library Circulation Assistant I'
- Add 1 position of 'Library Circulation Services Representative'

Prepared By: Andrea Knickerbocker

Andrea Knickerbocker, Employee Relations Manager



Reviewed by: _____
Makda Fessahaye, Employee Relations Director



City of Milwaukee Fiscal Impact Statement

A	Date	<u>5/14/2021</u>	File Number	<u>201709</u>	<input checked="" type="checkbox"/> Original	<input type="checkbox"/> Substitute
	Subject	<u>Communication from the Department of Employee Relations relating to classification studies scheduled for the May 18, 2021 City Service meeting.</u>				

B	Submitted By (Name/Title/Dept./Ext.)	<u>Sarah Trotter / Human Resources Representative / Employee Relations / x2398</u>
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C	<p>This File</p> <p><input checked="" type="checkbox"/> Increases or decreases previously authorized expenditures.</p> <p><input type="checkbox"/> Suspends expenditure authority.</p> <p><input type="checkbox"/> Increases or decreases city services.</p> <p><input type="checkbox"/> Authorizes a department to administer a program affecting the city's fiscal liability.</p> <p><input type="checkbox"/> Increases or decreases revenue.</p> <p><input checked="" type="checkbox"/> Requests an amendment to the salary or positions ordinance.</p> <p><input type="checkbox"/> Authorizes borrowing and related debt service.</p> <p><input type="checkbox"/> Authorizes contingent borrowing (authority only).</p> <p><input type="checkbox"/> Authorizes the expenditure of funds not authorized in adopted City Budget.</p>
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D	<p>Charge To</p> <p><input checked="" type="checkbox"/> Department Account</p> <p><input type="checkbox"/> Capital Projects Fund</p> <p><input type="checkbox"/> Debt Service</p> <p><input type="checkbox"/> Other (Specify) _____</p> <p><input type="checkbox"/> Contingent Fund</p> <p><input type="checkbox"/> Special Purpose Accounts</p> <p><input type="checkbox"/> Grant & Aid Accounts</p>
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Purpose	Specify Type/Use	Expenditure	Revenue
Salaries/Wages		\$0.00	\$0.00
		\$0.00	\$0.00
Supplies/Materials		\$0.00	\$0.00
		\$0.00	\$0.00
Equipment		\$0.00	\$0.00
		\$0.00	\$0.00
Services		\$0.00	\$0.00
		\$0.00	\$0.00
Other		\$0.00	\$0.00
		\$0.00	\$0.00
TOTALS		\$ 0.00	\$ 0.00

F

Assumptions used in arriving at fiscal estimate. Please see attached spreadsheet. _____

G

For expenditures and revenues which will occur on an annual basis over several years check the appropriate box below and then list each item and dollar amount separately.

 1-3 Years 3-5 Years 1-3 Years 3-5 Years 1-3 Years 3-5 Years

H

List any costs not included in Sections D and E above. _____

I

Additional information. _____

JThis Note Was requested by committee chair.

Department of Employee Relations

Fiscal Note Spreadsheet (Revised May 18, 2021)

City Service Commission Meeting of May 18, 2021

Finance and Personnel Committee Meeting of May 19, 2021

NEW COSTS FOR 2020

No.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
1	Library	Administrative Specialist-Senior	2EX	Library Circulation Manager	1EX	\$50,130	\$65,033	\$7,451	\$1,043	\$8,495

Assume effective date is Pay Period 14, 2020 (June 28, 2020).

NEW COSTS FOR 2021

No.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
1	ERS	Network Administrator	2IX	ERS Network Administrator	2LX	\$58,462	\$70,827	\$7,134	\$999	\$8,132
1	Library	Administrative Specialist-Senior	2EX	Library Circulation Manager	1EX	\$50,130	\$65,033	\$14,903	\$2,086	\$16,989
4	Library	Branch Library Services Asst	2CN	Library Services Coord	2EN	\$44,361	\$52,238	\$18,176	\$3,172	\$21,347
1	Library	Branch Library Services Asst	2CN	Library Services Coord	2EN	\$45,840	\$52,238	\$3,691	\$644	\$4,335
1	Library	Branch Library Services Asst	2CN	Library Services Coord	2EN	\$48,632	\$52,238	\$2,080	\$363	\$2,443
1	Library	Branch Library Services Asst	2CN	Library Services Coord	2EN	\$48,961	\$52,389	\$1,977	\$345	\$2,322
1	Library	Branch Library Services Asst	2CN	Library Services Coord	2EN	\$49,125	\$52,564	\$1,984	\$346	\$2,330
1	Library	Branch Library Services Asst	2CN	Library Services Coord	2EN	\$49,617	\$53,090	\$2,004	\$350	\$2,353
1	Library	Branch Library Services Asst	2CN	Library Services Coord	2EN	\$49,782	\$53,266	\$2,010	\$351	\$2,361
1	Library	Branch Library Services Asst	2CN	Library Services Coord	2EN	\$50,110	\$53,618	\$2,024	\$353	\$2,377
1	Library	Branch Library Services Asst	2CN	Library Services Coord	2EN	\$50,275	\$53,794	\$2,030	\$354	\$2,385
1	Library	Library Services Asst	2BN	Library Services Coord	2EN	\$41,632	\$52,238	\$6,119	\$1,068	\$7,187
1	Library	Library Services Asst	2BN	Library Services Coord	2EN	\$48,039	\$52,238	\$2,422	\$423	\$2,845
1	Library	Library Circulation Asst III	6HN	Library Circulation Services Coord	2EN	\$38,965	\$52,238	\$7,657	\$1,336	\$8,993
1	Library	Library Circulation Asst III	6HN	Library Circulation Services Coord	2EN	\$44,801	\$52,238	\$4,290	\$749	\$5,039
1	Library	Library Circulation Asst III	6HN	Library Circulation Services Coord	2EN	\$37,830	\$50,716	\$7,434	\$1,297	\$8,731
1	Library	Library Technician IV	2CN	Library Technical Services Coord	2EN	\$44,361	\$50,716	\$3,666	\$640	\$4,306
1	Library	Library Technician IV	2CN	Library Technical Services Coord	2EN	\$54,492	\$58,307	\$2,201	\$384	\$2,585
1	Library	Copy Cataloging Tech II	6HN	Library Copy Cataloging Spec	2CN	\$42,367	\$49,955	\$4,378	\$764	\$5,141
1	Library	Copy Cataloging Tech II	6HN	Library Copy Cataloging Spec	2CN	\$42,383	\$49,955	\$4,368	\$762	\$5,130
1	Library	Copy Cataloging Tech II	6HN	Library Copy Cataloging Spec	2CN	\$43,156	\$49,955	\$3,922	\$684	\$4,607
1	Library	Copy Cataloging Tech II	6HN	Library Copy Cataloging Spec	2CN	\$44,801	\$49,955	\$2,973	\$519	\$3,492
2	Library	Library Technician III	6FN	Library Tech Services Spec-Lead	5IN	\$39,558	\$49,213	\$11,140	\$1,944	\$13,084
1	Library	Library Technician III	6FN	Library Tech Services Spec-Lead	5IN	\$34,717	\$47,779	\$7,536	\$1,315	\$8,851
3	Library	Library Circulation Asst II	6FN	Library Circ Services Rep-Lead	5IN	\$33,038	\$49,213	\$27,995	\$4,885	\$32,880
1	Library	Library Circulation Asst II	6FN	Library Circ Services Rep-Lead	5IN	\$38,618	\$49,213	\$6,112	\$1,067	\$7,179
1	Library	Library Circulation Asst II	6FN	Library Circ Services Rep-Lead	5IN	\$39,431	\$49,213	\$5,643	\$985	\$6,628
1	Library	Library Circulation Asst II	6FN	Library Circ Services Rep-Lead	5IN	\$39,558	\$49,213	\$5,570	\$972	\$6,542
1	Library	Audio Machine Technician	6FN	Library Audio Machine Tech	5EN	\$36,474	\$41,716	\$3,024	\$528	\$3,552
1	Library	Audio Machine Technician	6FN	Library Audio Machine Tech	5EN	\$39,929	\$41,925	\$1,152	\$201	\$1,353
3	Library	Library Technician II	6EN	Library Tech Services Specialist	5DN	\$31,445	\$38,915	\$12,929	\$2,256	\$15,186
1	Library	Library Technician II	6EN	Library Tech Services Specialist	5DN	\$31,762	\$37,782	\$3,473	\$606	\$4,079
1	Library	Library Technician II	6EN	Library Tech Services Specialist	5DN	\$31,806	\$38,915	\$4,102	\$716	\$4,817
1	Library	Library Technician II	6EN	Library Tech Services Specialist	5DN	\$36,876	\$38,915	\$1,177	\$205	\$1,382
1	Library	Library Technician II	6EN	Library Tech Services Specialist	5DN	\$38,443	\$40,365	\$1,109	\$194	\$1,302
1	Library	Library Technician II	6EN	Library Tech Services Specialist	5DN	\$30,529	\$37,782	\$4,185	\$730	\$4,915

3	Library	Library Circulation Asst I	6EN	Library Circulation Serv Rep	5DN	\$28,267	\$37,782	\$16,468	\$2,874	\$19,342
4	Library	Library Circulation Asst I (<HT)	6EN	Library Circulation Serv Rep (<HT)	5DN	\$13,568	\$18,135	\$10,540	\$1,839	\$12,379
12	Library	Library Circulation Asst I	6EN	Library Circulation Serv Rep	5DN	\$29,115	\$38,900	\$67,739	\$11,821	\$79,560
3	Library	Library Circulation Asst I (HT)	6EN	Library Circulation Serv Rep (HT)	5DN	\$14,558	\$19,450	\$8,467	\$1,478	\$9,945
9	Library	Library Circulation Asst I (<HT)	6EN	Library Circulation Serv Rep (<HT)	5DN	\$13,975	\$18,672	\$24,386	\$4,255	\$28,642
1	Library	Library Circulation Asst I	6EN	Library Circulation Serv Rep	5DN	\$29,697	\$38,900	\$5,309	\$926	\$6,236
1	Library	Library Circulation Asst I (<HT)	6EN	Library Circulation Serv Rep (<HT)	5DN	\$14,255	\$18,672	\$2,548	\$445	\$2,993
5	Library	Library Circulation Asst I	6EN	Library Circulation Serv Rep	5DN	\$30,291	\$38,900	\$24,833	\$4,333	\$29,166
7	Library	Library Circulation Asst I	6EN	Library Circulation Serv Rep	5DN	\$30,897	\$38,900	\$32,319	\$5,640	\$37,959
1	Library	Library Circulation Asst I (HT)	6EN	Library Circulation Serv Rep (HT)	5DN	\$15,448	\$19,450	\$2,309	\$403	\$2,711
2	Library	Library Circulation Asst I (<HT)	6EN	Library Circulation Serv Rep (<HT)	5DN	\$14,830	\$18,672	\$4,432	\$773	\$5,206
1	Library	Library Circulation Asst I	6EN	Library Circulation Serv Rep	5DN	\$31,435	\$38,900	\$4,307	\$752	\$5,058
1	Library	Library Circulation Asst I	6EN	Library Circulation Serv Rep	5DN	\$34,380	\$38,900	\$2,608	\$455	\$3,063
1	Library	Library Circulation Asst I	6EN	Library Circulation Serv Rep	5DN	\$34,464	\$38,900	\$2,559	\$447	\$3,006
1	Library	Library Circulation Asst I	6EN	Library Circulation Serv Rep	5DN	\$36,404	\$38,900	\$1,440	\$251	\$1,691
3	Library	Library Circulation Asst I	6EN	Library Circulation Serv Rep	5DN	\$37,000	\$38,900	\$3,288	\$574	\$3,861
1	Library	Library Circulation Asst I	6EN	Library Circulation Serv Rep	5DN	\$37,323	\$39,189	\$1,077	\$188	\$1,265
13	Library	Library Circulation Asst I	6EN	Library Circulation Serv Rep	5DN	\$38,443	\$40,365	\$14,416	\$2,516	\$16,932
1	Library	Library Circulation Asst I (HT)	6EN	Library Circulation Serv Rep (HT)	5DN	\$19,222	\$20,183	\$554	\$97	\$651
1	Library	Library Circulation Asst I	6EN	Library Circulation Serv Rep	5DN	\$38,497	\$40,422	\$1,110	\$194	\$1,304
1	Library	Library Circulation Asst I	6EN	Library Circulation Serv Rep	5DN	\$38,582	\$40,511	\$1,113	\$194	\$1,307
14	Library	Library Circulation Asst I	6EN	Library Circulation Serv Rep	5DN	\$28,267	\$37,782	\$76,852	\$13,411	\$90,262
8	Library	Library Circulation Asst I (<HT)	6EN	Library Circulation Serv Rep (<HT)	5DN	\$13,568	\$18,135	\$21,079	\$3,678	\$24,758
2	Library	Library Circulation Aide (<HT)	9CN	Library Circulation Aide (<HT)	9MN	\$8,092	\$11,471	\$3,899	\$680	\$4,579
19	Library	Library Circulation Aide (<HT)	9CN	Library Circulation Aide (<HT)	9MN	\$7,855	\$11,135	\$35,956	\$6,274	\$42,230
4	Library	Teen Outreach Intern (10 Hrs)	9CN	Library Teen Outreach Intern (10 Hrs)	9MN	\$4,259	\$6,037	\$4,104	\$716	\$4,820
6	Library	Teen Outreach Intern (10 Hrs)	9CN	Library Teen Outreach Intern (10 Hrs)	9MN	\$4,134	\$5,860	\$5,976	\$1,043	\$7,019
###								\$582,277	\$100,847	\$683,125

Assume effective date is Pay Period 12, 2021 (May 30, 2021) except as noted in above chart for 2020.

Note: Assume (HT) = 40 hours per pay period, (<HT) = 38 hours per pay period, and (10 Hrs) = 10 hrs per week and 20 hours per pay period.

NEW COSTS FOR FULL YEAR

No.	Dept	From	PR	To	PR	Present Annual	New Annual	New Costs	Rollup	Total Rollup+ Sal
1	ERS	Network Administrator	2IX	ERS Network Administrator	2LX	\$58,462	\$70,827	\$12,365	\$1,731	\$14,096
1	Library	Administrative Specialist-Senior	2EX	Library Circulation Manager	1EX	\$50,130	\$65,033	\$14,903	\$2,086	\$16,989
4	Library	Branch Library Services Asst	2CN	Library Services Coord	2EN	\$44,361	\$52,238	\$31,505	\$5,498	\$37,002
1	Library	Branch Library Services Asst	2CN	Library Services Coord	2EN	\$45,840	\$52,238	\$6,398	\$1,116	\$7,514
1	Library	Branch Library Services Asst	2CN	Library Services Coord	2EN	\$48,632	\$52,238	\$3,605	\$629	\$4,234
1	Library	Branch Library Services Asst	2CN	Library Services Coord	2EN	\$48,961	\$52,389	\$3,427	\$598	\$4,025
1	Library	Branch Library Services Asst	2CN	Library Services Coord	2EN	\$49,125	\$52,564	\$3,439	\$600	\$4,039
1	Library	Branch Library Services Asst	2CN	Library Services Coord	2EN	\$49,617	\$53,090	\$3,473	\$606	\$4,079
1	Library	Branch Library Services Asst	2CN	Library Services Coord	2EN	\$49,782	\$53,266	\$3,485	\$608	\$4,093
1	Library	Branch Library Services Asst	2CN	Library Services Coord	2EN	\$50,110	\$53,618	\$3,508	\$612	\$4,120
1	Library	Branch Library Services Asst	2CN	Library Services Coord	2EN	\$50,275	\$53,794	\$3,519	\$614	\$4,133
1	Library	Library Services Asst	2BN	Library Services Coord	2EN	\$41,632	\$52,238	\$10,606	\$1,851	\$12,457
1	Library	Library Services Asst	2BN	Library Services Coord	2EN	\$48,039	\$52,238	\$4,198	\$733	\$4,931
1	Library	Library Circulation Asst III	6HN	Library Circulation Services Coord	2EN	\$38,965	\$52,238	\$13,272	\$2,316	\$15,589
1	Library	Library Circulation Asst III	6HN	Library Circulation Services Coord	2EN	\$44,801	\$52,238	\$7,437	\$1,298	\$8,734
1	Library	Library Circulation Asst III	6HN	Library Circulation Services Coord	2EN	\$37,830	\$50,716	\$12,886	\$2,249	\$15,134

1	Library	Library Technician IV	2CN	Library Technical Services Coord	2EN	\$44,361	\$50,716	\$6,355	\$1,109	\$7,464
1	Library	Library Technician IV	2CN	Library Technical Services Coord	2EN	\$54,492	\$58,307	\$3,814	\$666	\$4,480
1	Library	Copy Cataloging Tech II	6HN	Library Copy Cataloging Spec	2CN	\$42,367	\$49,955	\$7,588	\$1,324	\$8,912
1	Library	Copy Cataloging Tech II	6HN	Library Copy Cataloging Spec	2CN	\$42,383	\$49,955	\$7,571	\$1,321	\$8,893
1	Library	Copy Cataloging Tech II	6HN	Library Copy Cataloging Spec	2CN	\$43,156	\$49,955	\$6,798	\$1,186	\$7,985
1	Library	Copy Cataloging Tech II	6HN	Library Copy Cataloging Spec	2CN	\$44,801	\$49,955	\$5,154	\$899	\$6,053
2	Library	Library Technician III	6FN	Library Tech Services Spec-Lead	5IN	\$39,558	\$49,213	\$19,309	\$3,369	\$22,679
1	Library	Library Technician III	6FN	Library Tech Services Spec-Lead	5IN	\$34,717	\$47,779	\$13,063	\$2,279	\$15,342
3	Library	Library Circulation Asst II	6FN	Library Circ Services Rep-Lead	5IN	\$33,038	\$49,213	\$48,524	\$8,467	\$56,991
1	Library	Library Circulation Asst II	6FN	Library Circ Services Rep-Lead	5IN	\$38,618	\$49,213	\$10,595	\$1,849	\$12,444
1	Library	Library Circulation Asst II	6FN	Library Circ Services Rep-Lead	5IN	\$39,431	\$49,213	\$9,782	\$1,707	\$11,489
1	Library	Library Circulation Asst II	6FN	Library Circ Services Rep-Lead	5IN	\$39,558	\$49,213	\$9,655	\$1,685	\$11,339
1	Library	Audio Machine Technician	6FN	Library Audio Machine Tech	5EN	\$36,474	\$41,716	\$5,242	\$915	\$6,157
1	Library	Audio Machine Technician	6FN	Library Audio Machine Tech	5EN	\$39,929	\$41,925	\$1,996	\$348	\$2,345
3	Library	Library Technician II	6EN	Library Tech Services Specialist	5DN	\$31,445	\$38,915	\$22,411	\$3,911	\$26,322
1	Library	Library Technician II	6EN	Library Tech Services Specialist	5DN	\$31,762	\$37,782	\$6,020	\$1,050	\$7,071
1	Library	Library Technician II	6EN	Library Tech Services Specialist	5DN	\$31,806	\$38,915	\$7,109	\$1,241	\$8,350
1	Library	Library Technician II	6EN	Library Tech Services Specialist	5DN	\$36,876	\$38,915	\$2,040	\$356	\$2,396
1	Library	Library Technician II	6EN	Library Tech Services Specialist	5DN	\$38,443	\$40,365	\$1,922	\$335	\$2,258
1	Library	Library Technician II	6EN	Library Tech Services Specialist	5DN	\$30,529	\$37,782	\$7,253	\$1,266	\$8,519
3	Library	Library Circulation Asst I	6EN	Library Circulation Serv Rep	5DN	\$28,267	\$37,782	\$28,545	\$4,981	\$33,526
4	Library	Library Circulation Asst I (<HT)	6EN	Library Circulation Serv Rep (<HT)	5DN	\$13,568	\$18,135	\$18,269	\$3,188	\$21,457
12	Library	Library Circulation Asst I	6EN	Library Circulation Serv Rep	5DN	\$29,115	\$38,900	\$117,415	\$20,489	\$137,904
3	Library	Library Circulation Asst I (HT)	6EN	Library Circulation Serv Rep (HT)	5DN	\$14,558	\$19,450	\$14,677	\$2,561	\$17,238
9	Library	Library Circulation Asst I (<HT)	6EN	Library Circulation Serv Rep (<HT)	5DN	\$13,975	\$18,672	\$42,269	\$7,376	\$49,645
1	Library	Library Circulation Asst I	6EN	Library Circulation Serv Rep	5DN	\$29,697	\$38,900	\$9,202	\$1,606	\$10,808
1	Library	Library Circulation Asst I (<HT)	6EN	Library Circulation Serv Rep (<HT)	5DN	\$14,255	\$18,672	\$4,417	\$771	\$5,188
5	Library	Library Circulation Asst I	6EN	Library Circulation Serv Rep	5DN	\$30,291	\$38,900	\$43,043	\$7,511	\$50,554
7	Library	Library Circulation Asst I	6EN	Library Circulation Serv Rep	5DN	\$30,897	\$38,900	\$56,020	\$9,775	\$65,795
1	Library	Library Circulation Asst I (HT)	6EN	Library Circulation Serv Rep (HT)	5DN	\$15,448	\$19,450	\$4,001	\$698	\$4,700
2	Library	Library Circulation Asst I (<HT)	6EN	Library Circulation Serv Rep (<HT)	5DN	\$14,830	\$18,672	\$7,683	\$1,341	\$9,023
1	Library	Library Circulation Asst I	6EN	Library Circulation Serv Rep	5DN	\$31,435	\$38,900	\$7,465	\$1,303	\$8,767
1	Library	Library Circulation Asst I	6EN	Library Circulation Serv Rep	5DN	\$34,380	\$38,900	\$4,520	\$789	\$5,309
1	Library	Library Circulation Asst I	6EN	Library Circulation Serv Rep	5DN	\$34,464	\$38,900	\$4,436	\$774	\$5,210
1	Library	Library Circulation Asst I	6EN	Library Circulation Serv Rep	5DN	\$36,404	\$38,900	\$2,495	\$435	\$2,931
3	Library	Library Circulation Asst I	6EN	Library Circulation Serv Rep	5DN	\$37,000	\$38,900	\$5,699	\$994	\$6,693
1	Library	Library Circulation Asst I	6EN	Library Circulation Serv Rep	5DN	\$37,323	\$39,189	\$1,866	\$326	\$2,192
13	Library	Library Circulation Asst I	6EN	Library Circulation Serv Rep	5DN	\$38,443	\$40,365	\$24,988	\$4,360	\$29,348
1	Library	Library Circulation Asst I (HT)	6EN	Library Circulation Serv Rep (HT)	5DN	\$19,222	\$20,183	\$961	\$168	\$1,129
1	Library	Library Circulation Asst I	6EN	Library Circulation Serv Rep	5DN	\$38,497	\$40,422	\$1,925	\$336	\$2,261
1	Library	Library Circulation Asst I	6EN	Library Circulation Serv Rep	5DN	\$38,582	\$40,511	\$1,929	\$337	\$2,266
14	Library	Library Circulation Asst I	6EN	Library Circulation Serv Rep	5DN	\$28,267	\$37,782	\$133,209	\$23,245	\$156,454
8	Library	Library Circulation Asst I (<HT)	6EN	Library Circulation Serv Rep (<HT)	5DN	\$13,568	\$18,135	\$36,537	\$6,376	\$42,913
2	Library	Library Circulation Aide (<HT)	9CN	Library Circulation Aide (<HT)	9MN	\$8,092	\$11,471	\$6,758	\$1,179	\$7,937
19	Library	Library Circulation Aide (<HT)	9CN	Library Circulation Aide (<HT)	9MN	\$7,855	\$11,135	\$62,323	\$10,875	\$73,198
4	Library	Teen Outreach Intern (10 Hrs)	9CN	Library Teen Outreach Intern (10 Hrs)	9MN	\$4,259	\$6,037	\$7,114	\$1,241	\$8,355
6	Library	Teen Outreach Intern (10 Hrs)	9CN	Library Teen Outreach Intern (10 Hrs)	9MN	\$4,134	\$5,860	\$10,358	\$1,808	\$12,166
###								\$998,352	\$173,272	\$1,171,624