



**Department of Employee Relations**

**Cavalier Johnson**  
Mayor

**Harper Donahue, IV**  
Director

**Molly King**  
Employee Benefits Director

**Nicole M. Fleck**  
Labor Negotiator

May 31, 2024

The Honorable  
Finance and Personnel Committee  
Common Council  
City of Milwaukee

*Common Council File No. 240208 – Communication from the Department of Employee Relations relating to classification studies approved at the May 21, 2024 City Service Commission meeting.*

Dear Committee Members:

The following classifications and pay recommendations were approved at the Civil Service Commission meeting on May 21, 2024.

**Department of Neighborhood Services**

| Current Title   | Recommended Title   |
|---|---|
| Neighborhood Services Operations Director<br>PR 1RX (\$140,676 - \$196,940)<br>(One Position) | Deputy Commissioner – Building Inspection<br>PR 1SX (\$149,117 - \$208,755)<br>(One Position) |

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

**Common Council – City Clerk**

| Current  | Recommended  |
|--|--|
| Legislative Library Manager<br>PR 1CX (\$54,619 - \$76,474)<br>FN: Recruitment is at \$58,991<br>(One Position)                    | Legislative Library Manager<br>PR 1FX (\$66,154 - \$92,612)<br>FN: Recruitment is at \$79,976<br>(One Position)                    |
| Librarian II<br>PR 2FN (\$51,250 - \$71,754)<br>FN: Recruitment is at \$64,933<br>(One Position)                                   | Librarian II<br>PR 2HN (\$58,223 - \$81,507)<br>FN: Recruitment is at \$67,949<br>(One Position)                                   |
| Municipal Research Library Services Assistant<br>PR 2CN (\$42,322 - \$59,242)<br>FN: Recruitment is at \$45,705<br>(Two Positions) | Municipal Research Library Services Assistant<br>PR 2EN (\$48,079 - \$67,309)<br>FN: Recruitment is at \$57,730<br>(Two Positions) |

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

**Milwaukee Public Library**

***Professional Reference Series***

| Current   | Recommended   |
|---|---|
| Librarian III<br>PR 2GN (\$54,619 - \$76,474)<br>FN: Recruitment is at \$69,479<br>(73 Positions)               | Librarian III<br>PR 2IN (\$62,041 - \$86,854)<br>FN: Recruitment is at \$72,705<br>(73 Positions)               |
| Librarian II<br>PR 2FN (\$51,250 - \$71,754)<br>FN: Recruitment is at \$64,933<br>(Underfill Position)          | Librarian II<br>PR 2HN (\$58,223 - \$81,507)<br>FN: Recruitment is at \$67,949<br>(Underfill Position)          |
| Librarian I<br>PR 2EN (\$48,079 - \$67,309)<br>FN: Recruitment is at \$60,685<br>(Underfill Position)           | Librarian I<br>PR 2GN (\$54,619 - \$76,474)<br>FN: Recruitment is at \$63,503<br>(Underfill Position)           |
| Librarian Associate<br>PR 2CN (\$42,322 - \$59,242)<br>FN: Recruitment is at \$51,468<br>(Underfill Position)   | Librarian Associate<br>PR 2EN (\$48,079 - \$67,309)<br>FN: Recruitment is at \$57,730<br>(Underfill Position)   |
| Library Reference Assistant<br>PR 2CN (\$42,322 - \$59,242)<br>FN: Recruitment is at \$51,468<br>(23 Positions) | Library Reference Assistant<br>PR 2EN (\$48,079 - \$67,309)<br>FN: Recruitment is at \$57,730<br>(23 Positions) |

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

***Management Series***

| Current   | Recommended   |
|---|---|
| Associate Library Director<br>PR 10X (\$117,464 - \$164,446)<br>(Two Positions)   | Associate Library Director<br>PR 10X (\$117,464 - \$164,446)<br>FN: Recruitment is at \$119,080<br>(Two Positions)            |
| Library Public Services Area Manager<br>PR 1HX (\$75,162 - \$105,223)<br>FN: Recruitment is at \$87,501<br>FN: Appointment may be at any rate in the pay range with DER and Chair of Finance and Personnel approval.<br>(Three Positions) | Library Public Services Area Manager<br>PR 1JX (\$85,366 - \$119,521)<br>FN: Recruitment is at \$104,997<br>(Three Positions) |
| Library Services Manager<br>PR 1GX (\$70,501 - \$98,703)<br>FN: Recruitment is at \$79,546<br>(23 Positions)  | Library Services Manager<br>PR 1HX (\$75,162 - \$105,223)<br>FN: Recruitment is at \$87,973<br>(23 Positions)                 |
| Library Services Assistant Manager<br>PR 1EX (\$62,041 - \$86,854)<br>FN: Recruitment is at \$74,342<br>(Underfill Position)  | Library Services Assistant Manager<br>PR 1FX (\$66,154 - \$92,612)<br>FN: Recruitment is at \$79,976<br>(Underfill Position)  |

|   |   |
|---|---|
| Library Circulation Manager<br>PR 1EX (\$62,041 - \$86,854)<br>FN: Recruitment is at \$67,004<br>(One Position) | Library Circulation Manager<br>PR 1FX (\$66,154 - \$92,612)<br>FN: Recruitment is at \$79,976<br>(One Position) |
|---|---|

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

**Professional Supervisory Series**

| Current   | Recommended  |
|---|--|
| Library Services Coordinator<br>PR 2EN (\$48,079 - \$67,309)<br>FN: Recruitment is at \$53,820<br>(14 Positions)                | Library Services Supervisor<br>PR 2GN (\$54,619 - \$76,474)<br>FN: Recruitment is at \$66,992<br>(14 Positions)                |
| Library Circulation Services Coordinator<br>PR 2EN (\$48,079 - \$67,309)<br>FN: Recruitment is at \$53,820<br>(Three Positions) | Library Circulation Services Supervisor<br>PR 2GN (\$54,619 - \$76,474)<br>FN: Recruitment is at \$66,992<br>(Three Positions) |
| Library Technical Services Coordinator<br>PR 2EN (\$48,079 - \$67,309)<br>FN: Recruitment is at \$53,820<br>(Two Positions)     | Library Technical Services Supervisor<br>PR 2GN (\$54,619 - \$76,474)<br>FN: Recruitment is at \$66,992<br>(Two Positions)     |

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

**Professional Series**

| Current   | Recommended   |
|---|---|
| Library Volunteer Coordinator<br>PR 2EN (\$48,079 - \$67,309)<br>FN: Recruitment is at \$53,848<br>(One Position)           | Library Volunteer Coordinator<br>PR 2EN (\$48,079 - \$67,309)<br>FN: Recruitment is at \$57,730<br>(One Position)           |
| Library Copy Cataloging Specialist<br>PR 2CN (\$42,322 - \$59,242)<br>FN: Recruitment is at \$51,468<br>(Four Positions)    | Library Copy Cataloging Specialist<br>PR 5GN (\$53,351 - \$66,689)<br><br>(Four Positions)                                  |
| Library Technology Training Coordinator<br>PR 2CN (\$42,322 - \$59,242)<br>FN: Recruitment is at \$45,705<br>(One Position) | Library Technology Training Coordinator<br>PR 2FN (\$51,250 - \$71,754)<br>FN: Recruitment is at \$61,771<br>(One Position) |

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

**Auxiliary Positions**

| Current   | Recommended   |
|---|---|
| Temporary Librarian III<br>PR 9HN (\$51,250 - \$71,754)<br>FN: Recruitment is at \$69,479<br>FN: Incumbents limited to footnoted recruitment rate.<br>(Three Positions) | Temporary Librarian III<br>PR 9HN (\$51,250 - \$71,754)<br>FN: Recruitment is at \$72,705<br>FN: Incumbents limited to footnoted recruitment rate.<br>(Three Positions) |

|   |   |
|---|---|
| Temporary Library Reference Assistant<br>PR 9EN (\$40,146 - \$44,426)<br>FN: Recruitment is at \$51,468<br>FN: Incumbents limited to footnoted recruitment rate.<br>(Two Positions) | Temporary Library Reference Assistant<br>PR 9EN (\$40,146 - \$44,426)<br>FN: Recruitment is at \$57,730<br>FN: Incumbents limited to footnoted recruitment rate.<br>(Two Positions) |
| Temporary Library Services Manager<br>PR 9TX (\$66,154 - \$92,612)<br>FN: Recruitment is at \$79,546<br>FN: Incumbents limited to footnoted recruitment rate.<br>(Two Positions)    | Temporary Library Services Manager<br>PR 9TX (\$66,154 - \$92,612)<br>FN: Recruitment is at \$87,973<br>FN: Incumbents limited to footnoted recruitment rate.<br>(Two Positions)    |

**Health Department - Vital Statistics**

| Current Title                             | Recommended Title  |
|---|--|
| <b>New Positions</b><br>(Three Positions) | Customer Service Representative III<br>6KN: \$49,095 - \$58,914<br>Recruit Rate: \$49,399<br>(Three Positions) |
|   | Customer Service Representative II<br>6HN: \$46,226 - \$55,471<br>Recruit Rate: \$46,256<br>(Underfill title)  |
|   | Customer Service Representative I<br>6GN: \$44,909 - \$53,891<br>(Underfill title)                             |

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

Respectfully Submitted,



Harper Donahue, IV  
 Employee Relations Director

Attachments: Job Evaluation Reports  
 Fiscal Impact Statement



**Department of Employee Relations**

**Cavalier Johnson**  
Mayor

**Harper Donahue, IV**  
Director

**Molly King**  
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Labor Negotiator

**Job Evaluation Report**

City Service Commission Meeting: May 21, 2024

**Department of Neighborhood Services**

| Current Title   | Recommended Title   |
|---|---|
| Neighborhood Services Operations Director<br>PR 1RX (\$140,676 - \$196,940)<br>(One Position) | Deputy Commissioner – Building Inspection<br>PR 1SX (\$149,117 - \$208,755)<br>(One Position) |

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

**Background**

The Department of Neighborhood Services (DNS) has submitted a request to reclassify one position of Neighborhood Services Operations Director in Pay Range 1RX as a Deputy Commissioner – Building Inspection in Pay Range 1SX. A new job description was provided and discussions were held with Jezamil Arroyo-Vega, Commissioner – Building Inspection and Sha’Nese Burnell Jones, DNS Human Resources Administrator.

In 2002, a report was submitted and approved reclassifying the Deputy Commissioner – Building Inspection to the lower designation of Chief Operations Officer, citing that due to a retirement of the incumbent, the position would no longer perform the full range of duties as Deputy to the Commissioner and that the title and salary grade should be indicative to the new duties and level of responsibility. At that time, the Department of Neighborhood Services had 173 positions and the Chief Operations Officer was primarily responsible for personnel and disciplinary matters. In 2005, the position was reclassified as the Neighborhood Services Operations Director and to a slightly higher designation to be on par with the Administration and Project Manager in Milwaukee Water Works to better reflect the position’s responsibility to initiate and implement department-wide programs, policies and processes, as well as their duty to represent the department to outside agencies and individuals. Today, the Department of Neighborhood Services has 291 positions department-wide, and requires a position that is dedicated to not only personnel and disciplinary matters, but also heavily involved in maintaining the integrity and accordance with the evolving and complex laws and ordinances in which DNS has to abide by while doing business.

Another added layer of complexity and departmental need was revealed after the Commissioner – Building Inspection vacated the role last year. There was no given authority to another position to act in the capacity of the Commissioner – Building Inspection per State Statute and Milwaukee Code of Ordinances (MCO) in the event of vacancy. Historically, a specific individual was temporarily appointed into that position by the Mayor until the position was filled and that individual retired in 2022. This request is to not only recognize the duties of the position as it has evolved over the years, but also to provide adequate backup to the role of the Commissioner – Building Inspection in the event that the position is vacant or the incumbent is unable to complete the duties specified under State Statute and the MCO.

**Duties and Responsibilities**

This position will assist the Commissioner of the Department in the overall administration of the Department; and in the absence of the Commissioner, performs all acts required by law to be done by the Commissioner. This position will function as the technical advisor to the Commissioner and be responsible for providing leadership and oversight of day to day operations of the divisions within Neighborhood Services. Duties and responsibilities include:

- Assist the Commissioner of Neighborhood Services in the performance of their duties, and, during their absence, perform all acts required by law to be done by the Commissioner.
- Responsible for the oversight and supervision of the Department's Divisions; consults regularly with managers and supervisors in charge to assure smooth operation; and resolve problems and complaints which may arise in the performance of departmental functions.
- Provide administrative oversight and internal coordination of significant projects. Work with staff in other departments to ensure timely execution of those projects involving multiple divisions.
- Plan, develop, and direct the implementation of departmental administrative programs, policies, and regulations as they relate to the divisions.
- Assist in developing the department's organizational goals while collaborating with other leadership members regarding departmental needs.
- Reviews building code variance requests and makes recommendations to the Commissioner.
- Provide management oversight to maintain the ongoing quality control program and assure successful implementation of the career progression. This includes staff development and training necessary to ensure continuity and improve retention.
- Assists in directing staff services and supervision of the department involving personnel, fiscal, management, budget preparation, and public relations.
- Provide direction of building and zoning code development in conjunction with other City and State agencies.
- Maintain an effective working relationship with legislative committees, administrators of other departments, communications/media and other organizations interested in the policies and activities of the department and generally develop methods of informing and gaining the cooperation of the public in departmental programs.
- Perform other duties as assigned.

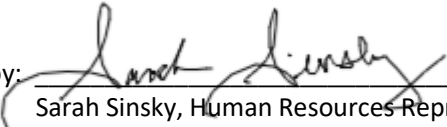
Minimum qualifications include a bachelor's degree in architecture, engineering, construction management, or a closely related field from an accredited college or university; State of Wisconsin Commercial Building Code Certification, Wisconsin UDC (Uniform Dwelling Code) Construction, and UDC HVAC (Heating, Ventilation and Air Conditioning) at time of appointment; and five years' of building code enforcement or comparable technical/specialized experience related to building inspection or building trades, including three years of administrative oversight and staff supervision.


Based on the on the essential functions of this position compared to titles such as City Engineer, Deputy City Attorney, Employees' Retirement System – Deputy Director, Operations Division Director and Water Works Superintendent all within Pay Range 1SX, this report recommends reclassifying one position of Neighborhood


Services Operations Director in Pay Range 1RX (\$140,676 - \$196,940) as a Deputy Commissioner – Building Inspection in Pay Range 1SX (\$149,117 - \$208,755).

**Action Required – Effective Pay Period 13, 2024 (June 9, 2024)**

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

Prepared by:   
Sarah Sinsky, Human Resources Representative

Reviewed by:   
Andrea Knickerbocker, Human Resources Manager

Reviewed by:   
Harper Donahue IV, Employee Relations Director



**Department of Employee Relations**

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Mayor

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Labor Negotiator

**Job Evaluation Report**

City Service Commission Meeting: May 21<sup>st</sup>, 2024

**Common Council – City Clerk**

| Current  | Recommended  |
|--|--|
| Legislative Library Manager<br>PR 1CX (\$54,619 - \$76,474)<br>FN: Recruitment is at \$58,991<br>(One Position)                    | Legislative Library Manager<br>PR 1FX (\$66,154 - \$92,612)<br>FN: Recruitment is at \$79,976<br>(One Position)                    |
| Librarian II<br>PR 2FN (\$51,250 - \$71,754)<br>FN: Recruitment is at \$64,933<br>(One Position)                                   | Librarian II<br>PR 2HN (\$58,223 - \$81,507)<br>FN: Recruitment is at \$67,949<br>(One Position)                                   |
| Municipal Research Library Services Assistant<br>PR 2CN (\$42,322 - \$59,242)<br>FN: Recruitment is at \$45,705<br>(Two Positions) | Municipal Research Library Services Assistant<br>PR 2EN (\$48,079 - \$67,309)<br>FN: Recruitment is at \$57,730<br>(Two Positions) |

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

**Background**

The Department of Employee Relations has conducted a market and classification study to evaluate rates of pay for Librarians and related titles in the Milwaukee Public Library. The study was expanded to include this supplemental report of related titles in the Common Council – City Clerk’s Office.

**Common Council - City Clerk**

**Municipal Research Library**

- Provides in-person, telephone, and email reference and research service to government officials, employees, and citizens on municipal issues and urban affairs
- Functions as the official depository for City of Milwaukee documents

Recommendations below include market competitive recruitment rates and recruitment flexibility to assist hiring departments in recruiting and retaining highly qualified candidates. Job descriptions provided by departments were evaluated and discussions were held with respective department heads and HR personnel.

**Legislative Library Manager**

| Current   | Recommended   |
|---|---|
| Legislative Library Manager<br>PR 1CX (\$54,619 - \$76,474)<br>FN: Recruitment is at \$58,991<br>(One Position) | Legislative Library Manager<br>PR 1FX (\$66,154 - \$92,612)<br>FN: Recruitment is at \$79,976<br>(One Position) |



Under the administrative supervision of the City Clerk, the Legislative Library Manager is in charge of Milwaukee’s Municipal Research Library, including the supervision of fiscal research, library service, and code publication. Duties and Responsibilities:

- Supervises the operations of a staff of professionals and support staff members engaged in research, analysis, and library services.
- Ensures that the training and professional development needs of staff members are met.
- Supervises the provision of information to government officials.
- Supervises the maintenance and updating of the City Charter and the Milwaukee Code of Ordinances.
- Acts as a liaison between the Legislative Reference Bureau (LRB) and Common Council members and other city government officials.
- Determines the annual budget and oversees expenditures for the Municipal Research Library.
- Oversees the usage and development of the library materials collection.
- Develops services and facilities for improved reference capabilities.
- Develops comparative information sharing channels with governmental, university, and community organizations specializing in urban information.

Minimum qualifications include a master’s degree in political science, public administration, public policy, urban affairs, library science, or a related field from an accredited college or university and Four years of progressively responsible professional level research experience with a legislative service, reference bureau, library research agency, university research staff, or a public finance, policy analysis, or similar organization.

**Librarian II**

| Current  | Recommended  |
|--|--|
| Librarian II<br>PR 2FN (\$51,250 - \$71,754)<br>FN: Recruitment is at \$64,933<br>(One Position) | Librarian II<br>PR 2HN (\$58,223 - \$81,507)<br>FN: Recruitment is at \$67,949<br>(One Position) |

The Librarian II provides library and information services in support of bureau services with respect to bureau staff, aldermen, city departments, researchers, students, reporters, other municipalities and the general public. Duties and responsibilities include:

**Reference Services**

- Answers in person (desk), e-mailed and telephone requests for information on Milwaukee Code of Ordinances, state and federal legislation, and all areas of municipal government.
- Conducts research including searches of current & historic codes, Council Proceedings, on-line searching of commercial, web- based and in-house databases, and of the library collection. [If they cannot answer the question, they will find the person in the city who can]
- Retrieves library materials for patrons; checks materials in and out; and assists patrons in using library materials and equipment
- Retrieves articles for the Daily Headline Intranet service; and downloads articles from local newspapers and opinion pieces from JSOnline for collection.
- Maintains Milwaukee Magazine subject index and processes and distributes aldermanic clippings.

Technical Services

- Processes book orders and renewals for periodicals and newspapers. Maintains EOS.web serials module, adding & updating records as necessary, sending claim letters, and maintaining vendor contacts.
- Creates catalog records for new books; updates catalog records for the M collection with new editions; sets up records and files minutes for committees, boards, BIDs & TIFs (Tax Incremental Financing).
- Helps maintain vertical file/clipping file/neighborhoods/Mcollection files.
- Reviews all table of contents for articles prior to publishing the Table of Contents for distribution to other city employees.
- Participates in acquisitions/selection of materials for collection.
- Produces promotional information for the library collection for distribution via E- Notify.

Minimum qualifications include a master’s degree in library science from an accredited library school and two years of professional librarian experience.

**Municipal Research Library Services Assistant**

| Current  | Recommended  |
|--|--|
| Municipal Research Library Services Assistant<br>PR 2CN (\$42,322 - \$59,242)<br>FN: Recruitment is at \$45,705<br>(Two Positions) | Municipal Research Library Services Assistant<br>PR 2EN (\$48,079 - \$67,309)<br>FN: Recruitment is at \$57,730<br>(Two Positions) |

The Municipal Research Library Services Assistant performs public service and reference duties while staffing the reference desk of the Municipal Research Library. Provides technical services for the Municipal Research Library in the area of serials maintenance. Assists with the editing and updating of the Milwaukee Code of Ordinances, as well as other office support functions. Duties and responsibilities include:

- Provide reference services in person, by telephone and by email to city employees and the public; search reference sources in response to patron requests; and determine availability of materials by searching the Municipal Research Library (MRL) online catalog.
- Create and update check-in records for all library serials, including journals, magazines, newspapers, and minutes from city boards, commissions, committees, and task forces.
- Utilize the Legistar database to verify passage and effective dates of ordinances, monitoring when to include ordinance changes in ordinance volume updates. Publish and disseminate of ordinance updates, including making changes in preparation of code updates to text and index, electronic notification to subscribers of code updates, and maintain subscriber records in Access database.
- Support for Municipal Research Center online exhibits; and maintain display case for books, periodicals and archival documents
- Maintain and update the text of the city’s parking and traffic regulations.

Minimum qualifications include a bachelor’s degree in any major from an accredited college or university, or appropriate combination of work experience. Completion of a three-credit reference course from an accredited college or university within one year of appointment.

**Comparisons to the Library Management and Professional Positions Market Study**

**Library Management – Milwaukee Public Library**

| Current   | Recommended   |
|---|---|
| <p>Library Services Assistant Manager<br/>PR 1EX 9\$62,041 - \$86,854<br/>FN: Recruitment is at \$74,342</p> <p>Rates being recommended in May 21, 2024 Library Report:<br/>PR 1FX (\$66,154 - \$92,612)<br/>FN: Recruitment is at \$79,976</p> | <p>A <b>Library Services Assistant Manager</b> is responsible for coordinating and managing the library system’s repertoire of events, programs, outreach activities, and exhibits that primarily target adults. This position will direct and oversee planning, development, implementation, and evaluation of programs and activities that are designed to achieve the library’s stated goals for customer and community outcomes.</p> <p>Minimum requirements include a Master's degree in library science or library information science from an American Library Association (ALA)-accredited library school and Four years of progressively responsible professional librarian experience, including performing complex bibliographic, reference, and readers' advisory work.</p> |
| <p>Library Circulation Manager<br/>PR 1EX 9\$62,041 - \$86,854<br/>FN: Recruitment is at \$74,342</p> <p>Rates being recommended in May 21, 2024 Library Report:<br/>PR 1FX (\$66,154 - \$92,612)<br/>FN: Recruitment is at \$79,976</p>        | <p>The <b>Library Circulation Manager</b> 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:</p> <p>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.</p>   |

**Librarian and Reference Assistant – Milwaukee Public Library**

| Current   | Recommended   |
|---|---|
| <p>Librarian II<br/>PR 2FN (\$51,250 - \$64,933)<br/>FN: Recruitment is at \$64,933</p> <p>Rates being recommended:<br/>PR 2HN (\$58,223 - \$81,507)<br/>FN: Recruitment is at \$67,949</p>   | <p>Under general supervision, a <b>Librarian II</b> is responsible for performing bibliographic, reference, and reader advisory work of more than average difficulty and responsibility, and to develop ways to extend the services of the library to the community through programs, information gathering and knowledge of community needs. Assignments are aimed primarily at developing in the librarian a broad experience in a variety of service assignments and special subject knowledge.</p> <p>Minimum requirements include a master’s degree in library science or equivalent from an ALA-accredited graduate library school and two years of professional post MLS librarian experience.</p> |
| <p>Library Reference Assistant<br/>PR 2CN (\$42,322 - \$59,242)<br/>FN: Recruitment is at \$51,468</p> <p>Rates being recommended in May 21, 2024 Library Report:<br/>PR 2EN (\$48,079 - \$67,309)<br/>FN: Recruitment is at \$57,730</p> | <p>Under the direct supervision of a Librarian or Library Services Manager, a <b>Library Reference Assistant</b> performs public service duties at the reference desks of assigned library as well as a variety of non-public duties, which affect the quality of service to the public. At a branch, serves as needed as staff person in charge of opening or closing the library.</p> <p>Minimum requirements include a bachelor’s degree in any related major from an accredited college or university and completion of a three credit reference course from an accredited school within one year from date of appointment.</p>   |

**Market Data and External Comparators – Professional Reference series**

**US Bureau of Labor Statistics**

Occupation: Librarians and Media Collections Specialists

| Area Name                         | 25th percentile <sup>1)</sup> | Median wage <sup>(2)</sup> | 75th percentile |
|-----------------------------------|-------------------------------|----------------------------|-----------------|
| Madison, WI                       | \$62,628                      | \$77,571                   | \$79,458        |
| Milwaukee-Waukesha-West Allis, WI | \$60,364                      | \$66,994                   | \$77,000        |
| Racine, WI                        | \$52,479                      | \$76,184                   | \$81,845        |

BLS as of May, 2023; rates aged 2%

**External Comparators: Central and Southeastern Wisconsin Municipalities**

| Job Title            | Geographic Area | Min      | Mid      | Max      |
|----------------------|-----------------|----------|----------|----------|
| Librarian I-III      | Milwaukee       | \$60,685 | \$68,579 | \$76,474 |
| Children's Librarian | West Allis      | \$60,112 | \$72,998 | \$85,883 |
| Librarian II         | Racine          | \$63,066 | \$72,052 | \$81,037 |
| Librarian 1-3        | Madison         | \$63,434 | \$68,294 | \$86,807 |
| Librarian            | Waukesha County | \$62,421 | \$72,478 | \$82,534 |
| Librarian            | Wauwatosa*      | \$71,240 | \$81,141 | \$91,042 |

\*Rates effective June 2024

**Analysis and Recommendation**

Based on similarities in minimum qualifications and duties and responsibilities in comparison to the Library Services Assistant Manager, we recommend placing the Legislative Library Manager in pay range 1FX (\$66,154 - \$92,612) with recruitment at \$79,976.

Based on similarities in minimum qualifications and duties and responsibilities in comparison to the Librarian II at the Milwaukee Public Library, we recommend placing the Librarian II in the Common Council – City Clerk’s office in pay range 2HN (\$58,223 - \$81,507) with recruitment at \$67,949.

Based on similarities in minimum qualifications and duties and responsibilities in comparison to the Library Reference Assistant we recommend placing the Municipal Research Library Services Assistant in pay range 2EN (\$48,079 - \$67,309) with recruitment at \$57,730.

**Action Required – Effective Pay Period 13, 2024 (June 9, 2024)**

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

Prepared by: Sarah Wangerin  
Sarah Wangerin, Human Resources Representative

Reviewed by: Andrea Knickerbocker  
Andrea Knickerbocker, Human Resources Manager

Reviewed by: Harper Donahue IV  
Harper Donahue IV, Employee Relations Director



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Labor Negotiator

**Job Evaluation Report**

City Service Commission Meeting: May 21<sup>st</sup>, 2024

***Professional Reference Series***

| Current   | Recommended   |
|---|---|
| Librarian III<br>PR 2GN (\$54,619 - \$76,474)<br>FN: Recruitment is at \$69,479<br>(73 Positions)               | Librarian III<br>PR 2IN (\$62,041 - \$86,854)<br>FN: Recruitment is at \$72,705<br>(73 Positions)               |
| Librarian II<br>PR 2FN (\$51,250 - \$71,754)<br>FN: Recruitment is at \$64,933<br>(Underfill Position)          | Librarian II<br>PR 2HN (\$58,223 - \$81,507)<br>FN: Recruitment is at \$67,949<br>(Underfill Position)          |
| Librarian I<br>PR 2EN (\$48,079 - \$67,309)<br>FN: Recruitment is at \$60,685<br>(Underfill Position)           | Librarian I<br>PR 2GN (\$54,619 - \$76,474)<br>FN: Recruitment is at \$63,503<br>(Underfill Position)           |
| Librarian Associate<br>PR 2CN (\$42,322 - \$59,242)<br>FN: Recruitment is at \$51,468<br>(Underfill Position)   | Librarian Associate<br>PR 2EN (\$48,079 - \$67,309)<br>FN: Recruitment is at \$57,730<br>(Underfill Position)   |
| Library Reference Assistant<br>PR 2CN (\$42,322 - \$59,242)<br>FN: Recruitment is at \$51,468<br>(23 Positions) | Library Reference Assistant<br>PR 2EN (\$48,079 - \$67,309)<br>FN: Recruitment is at \$57,730<br>(23 Positions) |

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

***Management Series***

| Current  | Recommended   |
|--|---|
| Associate Library Director<br>PR 10X (\$117,464 - \$164,446)<br>(Two Positions)  | Associate Library Director<br>PR 10X (\$117,464 - \$164,446)<br>FN: Recruitment is at \$119,080<br>(Two Positions)            |
| Library Public Services Area Manager<br>PR 1HX (\$75,162 - \$105,223)<br>FN: Recruitment is at \$87,501<br>FN: Appointment may be at any rate in the pay range<br>with DER and Chair of Finance and Personnel approval.<br>(Three Positions) | Library Public Services Area Manager<br>PR 1JX (\$85,366 - \$119,521)<br>FN: Recruitment is at \$104,997<br>(Three Positions) |

|  |  |
|--|--|
| Library Services Manager<br>PR 1GX (\$70,501 - \$98,703)<br>FN: Recruitment is at \$79,546<br>(23 Positions)                 | Library Services Manager<br>PR 1HX (\$75,162 - \$105,223)<br>FN: Recruitment is at \$87,973<br>(23 Positions)                |
| Library Services Assistant Manager<br>PR 1EX (\$62,041 - \$86,854)<br>FN: Recruitment is at \$74,342<br>(Underfill Position) | Library Services Assistant Manager<br>PR 1FX (\$66,154 - \$92,612)<br>FN: Recruitment is at \$79,976<br>(Underfill Position) |
| Library Circulation Manager<br>PR 1EX (\$62,041 - \$86,854)<br>FN: Recruitment is at \$67,004<br>(One Position)              | Library Circulation Manager<br>PR 1FX (\$66,154 - \$92,612)<br>FN: Recruitment is at \$79,976<br>(One Position)              |

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

**Professional Supervisory Series**

| Current   | Recommended  |
|---|--|
| Library Services Coordinator<br>PR 2EN (\$48,079 - \$67,309)<br>FN: Recruitment is at \$53,820<br>(14 Positions)                | Library Services Supervisor<br>PR 2GN (\$54,619 - \$76,474)<br>FN: Recruitment is at \$66,992<br>(14 Positions)                |
| Library Circulation Services Coordinator<br>PR 2EN (\$48,079 - \$67,309)<br>FN: Recruitment is at \$53,820<br>(Three Positions) | Library Circulation Services Supervisor<br>PR 2GN (\$54,619 - \$76,474)<br>FN: Recruitment is at \$66,992<br>(Three Positions) |
| Library Technical Services Coordinator<br>PR 2EN (\$48,079 - \$67,309)<br>FN: Recruitment is at \$53,820<br>(Two Positions)     | Library Technical Services Supervisor<br>PR 2GN (\$54,619 - \$76,474)<br>FN: Recruitment is at \$66,992<br>(Two Positions)     |

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

**Professional Series**

| Current   | Recommended   |
|---|---|
| Library Volunteer Coordinator<br>PR 2EN (\$48,079 - \$67,309)<br>FN: Recruitment is at \$53,848<br>(One Position)           | Library Volunteer Coordinator<br>PR 2EN (\$48,079 - \$67,309)<br>FN: Recruitment is at \$57,730<br>(One Position)           |
| Library Copy Cataloging Specialist<br>PR 2CN (\$42,322 - \$59,242)<br>FN: Recruitment is at \$51,468<br>(Four Positions)    | Library Copy Cataloging Specialist<br>PR 5GN (\$53,351 - \$66,689)<br><br>(Four Positions)                                  |
| Library Technology Training Coordinator<br>PR 2CN (\$42,322 - \$59,242)<br>FN: Recruitment is at \$45,705<br>(One Position) | Library Technology Training Coordinator<br>PR 2FN (\$51,250 - \$71,754)<br>FN: Recruitment is at \$61,771<br>(One Position) |

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

**Auxiliary Positions**

| Current   | Recommended   |
|---|---|
| Temporary Librarian III<br>PR 9HN (\$51,250 - \$71,754)<br>FN: Recruitment is at \$69,479<br>FN: Incumbents limited to footnoted recruitment rate.<br>(Three Positions)             | Temporary Librarian III<br>PR 9HN (\$51,250 - \$71,754)<br>FN: Recruitment is at \$72,705<br>FN: Incumbents limited to footnoted recruitment rate.<br>(Three Positions)             |
| Temporary Library Reference Assistant<br>PR 9EN (\$40,146 - \$44,426)<br>FN: Recruitment is at \$51,468<br>FN: Incumbents limited to footnoted recruitment rate.<br>(Two Positions) | Temporary Library Reference Assistant<br>PR 9EN (\$40,146 - \$44,426)<br>FN: Recruitment is at \$57,730<br>FN: Incumbents limited to footnoted recruitment rate.<br>(Two Positions) |
| Temporary Library Services Manager<br>PR 9TX (\$66,154 - \$92,612)<br>FN: Recruitment is at \$79,546<br>FN: Incumbents limited to footnoted recruitment rate.<br>(Two Positions)    | Temporary Library Services Manager<br>PR 9TX (\$66,154 - \$92,612)<br>FN: Recruitment is at \$87,973<br>FN: Incumbents limited to footnoted recruitment rate.<br>(Two Positions)    |

**Background**

The Department of Employee Relations, in conjunction with the Milwaukee Public Library, has conducted a market and classification study to evaluate rates of pay for Librarians and related titles, along with other select professional and/or technical titles. Recommendations are also made for the direct supervisors and managers of these positions which would be compressed as a result of this report. Discussions were held with Library Human Resources Administrator Victoria Robertson and Human Resources Representative Danielle Wroblewski. Job descriptions were provided.

The analysis and recommendation process encompassed a comprehensive review of the duties, responsibilities, impact, accountability, relational dynamics, working conditions, as well as the requisite minimum education and experience for the positions.

Market rate of pay comparisons were drawn from the Economic Research Institute (ERI), a service to which the Department of Employee Relations subscribes, the US Bureau of Labor Statistics, and the 2023 Wisconsin Public Library (WPL) Staff Compensation Survey Report (requested by The System and Resource Library Administrators Associations of Wisconsin (SRLAAW) and performed by Carlson Dettmann Consulting). A job summary follows each chart of pay data, and some job summaries are the same.

Supplementary pay data sourced from statewide and neighboring jurisdictions has been included to offer contextual insight into the competitiveness of the job market. Additionally, as market data does not include the context of the Librarian career path, the comparison similar title levels in other jurisdictions provides examples of how to progress pay so as to be competitive with the market.

**Professional Reference Series**

| Current   | Recommended   |
|---|---|
| Librarian III<br>PR 2GN (\$54,619 - \$76,474)<br>FN: Recruitment is at \$69,479<br>(73 Positions)             | Librarian III<br>PR 2IN (\$62,041 - \$86,854)<br>FN: Recruitment is at \$72,705<br>(73 Positions)             |
| Librarian II<br>PR 2FN (\$51,250 - \$71,754)<br>FN: Recruitment is at \$64,933<br>(Underfill Position)        | Librarian II<br>PR 2HN (\$58,223 - \$81,507)<br>FN: Recruitment is at \$67,949<br>(Underfill Position)        |
| Librarian I<br>PR 2EN (\$48,079 - \$67,309)<br>FN: Recruitment is at \$60,685<br>(Underfill Position)         | Librarian I<br>PR 2GN (\$54,619 - \$76,474)<br>FN: Recruitment is at \$63,503<br>(Underfill Position)         |
| Librarian Associate<br>PR 2CN (\$42,322 - \$59,242)<br>FN: Recruitment is at \$51,468<br>(Underfill Position) | Librarian Associate<br>PR 2EN (\$48,079 - \$67,309)<br>FN: Recruitment is at \$57,730<br>(Underfill Position) |

**Position Descriptions and Minimum Requirements**

Under general supervision, a **Librarian III** performs bibliographic, reference, and reader advisory work of the most complex and responsible nature, represents the library in the community at a high level of competence and authority, and initiates and participates in programs which extend the services of the library to the community. Plans within the framework of the overall library program, goals and objectives to be carried out in a particular specialized area, and ensures that they are implemented. Assignments require an exercise of initiative and judgment commensurate with full development as a professional librarian, including the need to know completely and utilize fully the resources and various programs and agencies of the library system in meeting user needs. Regularly serves as Librarian-in-charge when assigned to a neighborhood library.

Minimum requirements include a master’s degree in library science or an equivalent degree from an ALA-accredited graduate library school; and three years of professional librarian experience, at least one of which must be as a Librarian II or its equivalent.

Under general supervision, a **Librarian II** is responsible for performing bibliographic, reference, and reader advisory work of more than average difficulty and responsibility, and to develop ways to extend the services of the library to the community through programs, information gathering and knowledge of community needs. Assignments are aimed primarily at developing in the librarian a broad experience in a variety of service assignments and special subject knowledge. Regularly serves as Librarian-in-charge when assigned to a neighborhood library.

Minimum requirements include a master’s degree in library science (MLS) or equivalent from an ALA (American Library Association)-accredited graduate library school and two years of professional post MLS librarian experience.



Under immediate supervision, a **Librarian I** performs basic bibliographic, reference, reader advisory and program work, with an increasing acceptance of responsibility. Regularly serves as Librarian-in-charge when assigned to a neighborhood library.

Minimum requirements include a master’s degree in library science or an equivalent degree from an ALA-accredited graduate library school.

Under the direct supervision of a librarian or unit supervisor in the Central Library or a Branch, a **Librarian Associate** may perform any or all of the following duties: assist readers, adults, young adults, and children in the selection and location of print and non- print information and materials and in the use of the online catalog, Internet, electronic databases, microform and other indexes, bibliographies, reference tools, and computers; answer reference questions; assist with selection of library materials for inclusion in the collection; perform collection maintenance; assist in developing and implementing programs that engage individuals and groups; represent the library through community outreach opportunities; serve on library committees; prepare bibliographies; perform paraprofessional tasks, and perform other duties as assigned.

Minimum requirements include a bachelor’s degree from an accredited college or university; and current enrollment or acceptance for enrollment in a graduate library school accredited by the American Library Association (ALA). Librarian Associates have a maximum of 5 years to serve in the title as they complete their MLIS (Master of Library and Information Science) degree.

**Market Data and External Comparators – Professional Reference series**

**US Bureau of Labor Statistics (BLS)**

Occupation: Librarians and Media Collections Specialists

| Area Name                         | 25th percentile <sup>1)</sup> | Median wage <sup>(2)</sup> | 75th percentile |
|-----------------------------------|-------------------------------|----------------------------|-----------------|
| Madison, WI                       | \$62,628                      | \$77,571                   | \$79,458        |
| Milwaukee-Waukesha-West Allis, WI | \$60,364                      | \$66,994                   | \$77,000        |
| Racine, WI                        | \$52,479                      | \$76,184                   | \$81,845        |

BLS as of May, 2023; rates aged 2%

*BLS defines a Librarian as a position that administers and maintains libraries or collections of information, for public or private access through reference or borrowing. Work in a variety of settings, such as educational institutions, museums, and corporations, and with various types of informational materials, such as books, periodicals, recordings, films, and databases. Tasks may include acquiring, cataloging, and circulating library materials, and user services such as locating and organizing information, providing instruction on how to access information, and setting up and operating a library’s media equipment.*

**Economic Research Institute (ERI)**

| Job Title | Geographic Area      | 25th Percentile | Survey Mean | 75th Percentile |
|-----------|----------------------|-----------------|-------------|-----------------|
| Librarian | Milwaukee, Wisconsin | \$52,376        | \$58,061    | \$63,503        |
| Librarian | Madison, Wisconsin   | \$51,298        | \$56,486    | \$61,432        |

|           |                       |          |          |          |
|-----------|-----------------------|----------|----------|----------|
| Librarian | Wauwatosa, Wisconsin  | \$52,305 | \$57,984 | \$63,421 |
| Librarian | Racine, Wisconsin     | \$52,571 | \$58,201 | \$63,576 |
| Librarian | West Allis, Wisconsin | \$52,520 | \$58,214 | \$63,662 |
| Librarian | Waukesha, Wisconsin   | \$52,524 | \$58,224 | \$63,677 |

ERI as of January 1, 2024

*ERI defines a Librarian as a position that plans the acquisition, organization, maintenance, utilization, and retention of materials and equipment in the library. Maintains library collections of books, serial publications, documents, magazines, newspapers, music recordings, audio books, video recordings, Internet resources, and other resource materials, and aids groups and individuals in locating and obtaining requested materials. Illustrates, explains, and assists in use of electronic resources including computer databases and the Internet, as well as print resources such as card or book catalog or book and periodical indexes. Supervises classification, cataloging, indexing, and shelving of books and materials; in small library, may be the one to perform those duties. Searches computer databases, catalog files, and shelves to locate information. Issues and receives materials for circulation or for use in library. Furnishes information on library activities, facilities, rules, and services. Maintains knowledge of new resource technologies, materials, and services. Analyzes and selects information services. Assembles and arranges displays of books and other library materials. Answers correspondence on special reference subjects. Recommends appropriate books for people of different reading levels and with different interests. Selects and orders new resource materials. May compile list of library materials according to subject or interests. May create or assist in creation/maintenance of library website. May develop and manage Internet-based services such as marketing, customer tracking, and client education. May develop public-access computer filtering process. May prepare or assist in preparation of budget. May plan and direct or carry out special projects involving library promotion and outreach activity. May be designated according to specialized functions.*

**Librarian (MLS) – 2023 Wisconsin Public Library Staff Compensation Survey Report**

*The Survey defines a Librarian (MLS) as a position that provides specialized library services and programs, such as work in reference, youth services, teen services, or local history/special collections. Provide leadership and training on available resources to customers. Conducts outreach to promote library services. Selects and weeds materials. Serves as subject experts in area of work. Requires a master’s Degree in Library Science from an American Library Association (ALA) accredited institution.*

| Municipal/Resident Population | # or Orgs | Average Salary Range |          |          | MLS Required |
|-------------------------------|-----------|----------------------|----------|----------|--------------|
|                               |           | Min                  | Mid      | Max      |              |
| 50,001 – 100,000              | 8         | \$56,638             | \$66,394 | \$76,149 | 8            |
| Over 100,000                  | 3         | \$61,922             | \$69,971 | \$81,515 | 3            |

**Associate Librarian (non-MLS) – 2023 Wisconsin Public Library Staff Compensation Survey Report**

*The Survey defines an Associate Librarian (non-MLS) as a position that provides specialized library services and programs, such as work in reference, youth services, teen services, or local history/special collections. Provide leadership and training on available resources to customers. Conducts outreach to promote library services. Selects and weeds materials. Serves as a subject experts in area of work.*

| Municipal/Resident Population | # or Orgs | Average Salary Range |          |          | MLS Required |
|-------------------------------|-----------|----------------------|----------|----------|--------------|
|                               |           | Min                  | Mid      | Max      |              |
| 50,001 – 100,000              | 5         | \$48,568             | \$56,098 | \$63,835 | 0            |
| Over 100,000                  | 3         | \$46,946             | \$52,645 | \$60,549 | 0            |

**External Comparators: Central and Southeastern Wisconsin Municipalities**

| Job Title            | Geographic Area | Min      | Mid      | Max      |
|----------------------|-----------------|----------|----------|----------|
| Librarian I-III      | Milwaukee       | \$60,685 | \$68,579 | \$76,474 |
| Children's Librarian | West Allis      | \$60,112 | \$72,998 | \$85,883 |
| Librarian II         | Racine          | \$63,066 | \$72,052 | \$81,037 |
| Librarian 1-3        | Madison         | \$63,434 | \$68,294 | \$86,807 |
| Librarian            | Waukesha County | \$62,421 | \$72,478 | \$82,534 |
| Librarian            | Wauwatosa*      | \$71,240 | \$81,141 | \$91,042 |

\*Rates effective June 2024

**Analysis and Recommendation**

On first review of the Bureau of Labor Statistics (BLS) and Economic Research Institute (ERI) market data, market rates for a Librarian are significantly different between the two sources.

**Bureau of Labor Statistics (BLS)**

| Area Name                         | 25th percentile <sup>(1)</sup> | Median wage <sup>(2)</sup> | 75th percentile |
|-----------------------------------|--------------------------------|----------------------------|-----------------|
| Milwaukee-Waukesha-West Allis, WI | \$60,364                       | \$66,994                   | \$77,000        |

**Economic Research Institute (ERI)**

| Job Title | Geographic Area      | 25th Percentile | Survey Mean | 75th Percentile |
|-----------|----------------------|-----------------|-------------|-----------------|
| Librarian | Milwaukee, Wisconsin | \$52,376        | \$58,061    | \$63,503        |

Upon further review of the source data, the Economic Research Institute places minimum education requirements for a Librarian as a bachelor’s degree. This is in contrast to the rest of the collected market and survey data, as well as the minimum qualifications set by the City of Milwaukee, which acknowledges a master’s degree in library science as a minimum requirement. Beyond minimum requirements, the ERI data is mostly consistent across the municipal areas represented (except for Madison, with data that puts rates 3% lower than other municipal areas represented).

Among the external comparators, the minimum rate of pay for a City of Milwaukee Librarian I falls 6% lower, on average, below rates for other municipalities represented. The maximum rate for Librarian III falls 11% lower, on average, below rates in the group.

In order to reduce these disparities, the pay recommendations in this report reduce those percentages to 1% average lower minimum and puts the City of Milwaukee 2% over the average for maximum rate of pay for a Librarian III.

| Current   | Recommended   |
|---|---|
| Library Reference Assistant<br>PR 2CN (\$42,322 - \$59,242)<br>FN: Recruitment is at \$51,468<br>(23 Positions) | Library Reference Assistant<br>PR 2EN (\$48,079 - \$67,309)<br>FN: Recruitment is at \$57,730<br>(23 Positions) |

**Position Description and Minimum Requirements**

Under the direct supervision of a Librarian or Library Services Manager, a **Library Reference Assistant** performs public service duties at the reference desks of assigned library as well as a variety of non-public duties, which affect the quality of service to the public. At a branch, serves as needed as the staff person in charge of opening or closing the library.

Minimum requirements include a bachelor’s degree in any related major from an accredited college or university and completion of a three-credit reference course from an accredited school within one year from date of appointment.

**Analysis and Recommendation**

In comparison to Librarians, Library Reference Assistants provide similar services to the public such as reference services, readers advisory, and customer service functions. All activities performed by reference assistants is supervised by an employee holding an MLIS (Library Services Manager, Librarian, Librarian in Charge, etc). This is a similar level of duties and responsibilities and supervision comparable to the Librarian Associate. Based on the similarity in the positions, this report therefore recommends that the Library Reference Assistant be placed in Pay Range 2EN (\$48,079 - \$67,309) with recruitment at \$57,730.

**Management Series**

| Current   | Recommended   |
|---|---|
| Associate Library Director<br>PR 10X (\$117,464 - \$164,446)<br>(Two Positions)   | Associate Library Director<br>PR 10X (\$117,464 - \$164,446)<br>FN: Recruitment is at \$119,080<br>(Two Positions)            |
| Library Public Services Area Manager<br>PR 1HX (\$75,162 - \$105,223)<br>FN: Recruitment is at \$87,501<br>FN: Appointment may be at any rate in the pay range with DER and Chair of Finance and Personnel approval.<br>(Three Positions) | Library Public Services Area Manager<br>PR 1JX (\$85,366 - \$119,521)<br>FN: Recruitment is at \$104,997<br>(Three Positions) |
| Library Services Manager<br>PR 1GX (\$70,501 - \$98,703)<br>FN: Recruitment is at \$79,546<br>(23 Positions)  | Library Services Manager<br>PR 1HX (\$75,162 - \$105,223)<br>FN: Recruitment is at \$87,973<br>(23 Positions)                 |
| Library Services Assistant Manager<br>PR 1EX (\$62,041 - \$86,854)<br>FN: Recruitment is at \$74,342<br>(Underfill Position)  | Library Services Assistant Manager<br>PR 1FX (\$66,154 - \$92,612)<br>FN: Recruitment is at \$79,976<br>(Underfill Position)  |

**Position Descriptions and Minimum Requirements**

The two positions of **Associate Library Director** are collectively responsible for providing high-level community service operations and oversight that supports the extensive public-facing operations of Milwaukee Public Library. Additionally, this critical position provides ongoing leadership and direction to senior management personnel at 13 locations throughout the City of Milwaukee. The incumbents lead the public services and strategic initiatives section of Milwaukee Public Library. They are responsible for leadership, oversight, and direction for robust public services, responsive educational programming, inclusive and wide-ranging outreach, and germane exhibits, special events and projects. Their outcomes are community-facing, and they lead the public services team in ensuring MPL is responsive, nimble, and adept at meeting ever-evolving as well as traditional community library needs.

Minimum requirements for these positions include a master's degree in library and information science (MLIS), public policy, business administration, or a related field and eight years of management experience heading a major division of an organization.

One **Library Public Services Area Manager** assumes a leadership role and is directly responsible for leading all branch managers in the planning and administering of branch library services system-wide. These services include programming, outreach, budgeting, staffing, performance management, security, and facilities planning. The incumbent ensures programming meets the needs and demands of the community and helps to advance the Library Strategic Plan. The incumbent assumes responsibility for the operation of public library services system-wide in the absence of the Associate Library Director either in full, or in junction with the Library Public Services Area Manager for Central.

One **Library Public Services Area Manager** for the central library is directly responsible for leading services at central library services including services and facilities planning, budgeting, staffing, performance management, and security. This position oversees Central Library subject services managers and the Wisconsin Talking Book and Braille Library (WTBBL) manager, and oversees planning and implementation for Virtual Library Services, and serves as a liaison to the coffee shop vendor, and the Friends of the Milwaukee Public Library for the Bookseller Used Bookstore. Additionally, the incumbent assumes responsibility for the operation of public library services system-wide in the absence of the Associate Library Director either in full, or in conjunction with the other Library Public Services Area Managers.

One **Library Public Services Area Manager** oversees the youth, education and outreach services function and has responsibility for planning, development, and implementation of library services for youth from birth through the age of 18, their parents, educators, child care centers, schools, nursing homes, low-income resident buildings, and other target populations in the community. These services are comprised of programming, outreach, budgeting, staffing, performance management, security, and facilities planning system-wide and at various sites throughout the city. The incumbent of this position ensures youth programming meets the needs and demands of the community and helps to advance the overall Milwaukee Public Library strategic plan. Additionally, the incumbent assumes responsibility for the operation of public library services system-wide in the absence of the Associate Library Director either in full, or in conjunction with the other Library Public Services Area Managers.

Minimum requirements include a master's degree in library science from a library school accredited at the graduate level by the American Library Association (ALA) and five years of increasingly responsible professional library experience, of which three years must have been as administrator of

a major library division, coordinator in a major subject area, administrator of a large branch, or administrator of an independent community library and at least two years of work with children and youth.

Twelve **Library Services Managers** serve as Librarian-in-Charge over of one of Milwaukee Public Library's 12 branch libraries located at various community sites. This includes management of the overall service plan, staff, customer service strategies, collection development and maintenance, services and programs, customer and community relations, and coordination of the general maintenance and security of the property. Focuses priorities on maintaining an effective service program consistent with library and city goals with a bent toward meeting the needs of its immediate neighborhood.

One **Library Services Manager** will have responsibility for the management, leadership and operation of the Humanities and Arts (Art, Music, Media, and Recreation) unit at Central Library. The incumbent prepares and interprets these collections for the public, plans and presents public programs to enhance awareness of collections and services, trains and manages staff, represents the Library in the community and maintains and develops partnerships with community organizations. This position also serves as Librarian-In-Charge of Central Library as assigned on weekly rotation.

One **Library Services Manager** will have responsibility for the management, leadership and operation of the Business, Technology, Science, Periodicals (BTSP) Unit for the provision of high-quality services and for the selection, maintenance, and development of the Library's extensive collections in economics, business and physical sciences, natural sciences, pure sciences, health, engineering, high technology, patents, industrial standards, homemaking, and state documents. Oversees MPL's participation in the Federal Documents Depository Program. Responsible for developing and executing the library's Jobs, Business, and Economic Development Initiative in collaboration with library administration, staff, and the community. This position also serves as Librarian-In-Charge of Central Library as assigned on weekly rotation.

One **Library Services Manager** will have responsibility for the management, leadership and operation of Ready Reference Unit and Circulation Services of the Milwaukee Public Library and is directly responsible for the delivery of customer service and collections for the Central Library Information Desk and Ready Reference, which provides telephone and in-person information services and virtual reference services utilizing chat, email, and other online and telecommunications resources. This position is responsible for the quality of service provided at both the general reference and circulation service points at Central Library and makes and supports Library-wide recommendations on matters of policy and procedure; and serves as Librarian-In-Charge of Central Library as assigned on weekly rotation.

One **Library Services Manager** works with Adult Programming and Events for the Milwaukee Public Library and is responsible for coordinating and managing the library system's repertoire of events, outreach activities, exhibits and both virtual and in-person programs that primarily target adults. The incumbent directs and guides planning, development, implementation, supervision of assigned staff, and evaluation of programs and activities that are designed to achieve the library's stated goals for customer and community outcomes. Serves as primary contact for adult programs and events as developed by library staff, Friends of the Milwaukee Public Library, and the Milwaukee Public Library Foundation. This position also serves as Librarian-In-Charge of Central Library as assigned on weekly rotation.

One **Library Services Manager** oversees the Acquisitions and Serials Unit and is primarily responsible for the management, leadership and operation of the technical processes concerned with collection development and the firm-order and continuations purchase of books, serials, physical media and other library materials. Manages the direction, control and planning for clerical activities necessary for orderly acquisition, claiming and processing of new materials for the library's collections. Manages the library's annual materials budget. Works with the Milwaukee Public Library Foundation and the MPL Business Office to ensure regular fund expenditures. Provides budgetary counsel to selector librarian staff and managers with regular reports of expenditures and encumbrances. Manages serials ordering, claiming and processing. Advises system selectors, subject selectors and branch selectors on the acquisition, de-accession and management of physical library materials. Serves as general liaison for external bindery service and clerical staff assigned to the Acquisitions and Serials Unit. Serves as administrator of collection development and management software programs for all locations. Provides guidance on the Milwaukee Public Library collection management plan. Facilitates collection development and maintenance for Central Library as a statewide resource library. This position also serves as Librarian-In-Charge of Central Library as assigned on weekly rotation.

One **Library Services Manager** oversees the Cataloging and Database Maintenance for the Milwaukee Public Library. Incumbent directs technical processes concerned with library materials in all formats. Supervises the direction, control and planning for professional cataloging, copy cataloging and technology support staff. Manages the activities associated with the library's contract with the Milwaukee County Federated Library System (MCFLS) for Bibliographic Control. Provides technical leadership and management oversight for the development of MPL digitization projects, in cooperation with managers from other MPL Departments. Provides statewide participation and leadership on library technical services directions. This position also serves as Librarian-In-Charge of Central Library as assigned on weekly rotation.

One **Library Services Manager** is primarily responsible for the management, leadership and operation of the Central Library Children's Room (CLCR) to ensure the provision of excellent customer service, programming, selection and collection maintenance. The manager is responsible for the development and implementation of system-wide library services for youth from birth through age 18, their parents, educators, and others interested in children's and teen services in the library and throughout the community. This includes helping to direct workflow of all youth services at the Branches in addition to Central. This manager assumes the responsibilities of the Library Public Services Area Manager of Youth & EOS (Education and Outreach Services) in their absence. This position also serves as Librarian-In-Charge of Central Library as assigned on weekly rotation.

One **Library Services Manager** is primarily responsible for the management, leadership and operation of the Special Collections and Archives Unit at Central Library. The incumbent prepares and interprets the Special Collections for the public; plans and presents public programs to enhance awareness of the collections and services; trains and manages staff; represents the Library in the community and maintains and develops partnerships with community organizations. This position also serves as Librarian-In-Charge of Central Library as assigned on weekly rotation.

One **Library Services Manager** is primarily responsible for the management and leadership of the Wisconsin Talking Book and Braille Library (WTBBL) with overall responsibility for exceptional service provided to individuals with a vision impairment, physical or reading disability. This manager works to

promote and provide accessible services and materials to eligible patrons. The manager collaborates with regional Library organizations and directors of regional blindness/disability service agencies to promote the resources and programs provided by the Wisconsin Talking Book and Braille Library, which serves over 6,000 patrons annually. The manager serves as Regional Librarian representing WTBBL as part of the National Library Service (NLS) for the Blind and Physically Handicapped and promotes the resources of the NLS Talking Book program. This position also liaises with the Wisconsin Department of Public Instruction and the Audio and Braille Literacy Enhancement (ABLE), and serves as Librarian-In-Charge of Central Library as assigned on weekly rotation.

Minimum requirements include a master's degree in library science (MLS) or library information science (MLIS) from an American Library Association (ALA)-accredited library school and five years of progressively responsible professional librarian experience, including performing complex bibliographic, reference, and readers' advisory work.

A **Library Services Assistant Manager** is responsible for coordinating and managing the library system’s repertoire of events, programs, outreach activities, and exhibits that primarily target adults. This position will direct and oversee planning, development, implementation, and evaluation of programs and activities that are designed to achieve the library’s stated goals for customer and community outcomes.

Minimum requirements include a master's degree in library science (MLS) or library information science (MLIS) from an American Library Association (ALA)-accredited library school and four years of progressively responsible professional librarian experience, including performing complex bibliographic, reference, and readers' advisory work.

**Market Data – Management series**

| Job Title                 | Geographic Area      | Level   | 25th Percentile | Survey Mean | 75th Percentile |
|---------------------------|----------------------|---------|-----------------|-------------|-----------------|
| Librarian Deputy Director | Milwaukee, Wisconsin | Level 1 | \$78,138        | \$87,031    | \$95,860        |
| Librarian Deputy Director | Milwaukee, Wisconsin | Level 2 | \$91,363        | \$101,614   | \$111,802       |
| Librarian Deputy Director | Milwaukee, Wisconsin | Level 3 | \$109,232       | \$121,242   | \$133,202       |

ERI as of January 1, 2024

*ERI defines a Librarian Deputy Director as a position that aids Librarians in the daily functioning, planning, and administration of the library services program. Provides technical guidance and administrative direction over library staff. Coordinates activities of branch or departmental libraries. Analyzes and contributes in the coordination of departmental budget preparation and controls expenditures to administer approved budget. Reviews and evaluates orders for books, serial publications, magazines, newspapers, audio and visual recordings, computer programs, Internet website subscriptions, and other resource materials. Examines trade publications and materials, interviews publishers' representatives, and consults with others to select materials. Assists Director in administering personnel regulations, interviewing and appointing job applicants, staff evaluation, and promoting and discharging employees. Participates in community and professional meetings to discuss and act on library problems. May deliver book reviews and lectures to publicize library activities and services. May examine and select materials to be discarded, repaired, or replaced.*



| Job Title               | Geographic Area      | Level   | 25th Percentile | Survey Mean | 75th Percentile |
|-------------------------|----------------------|---------|-----------------|-------------|-----------------|
| Library Department Head | Milwaukee, Wisconsin | Level 1 | \$59,094        | \$65,905    | \$72,596        |
| Library Department Head | Milwaukee, Wisconsin | Level 2 | \$68,412        | \$76,265    | \$84,033        |
| Library Department Head | Milwaukee, Wisconsin | Level 3 | \$81,140        | \$90,386    | \$99,583        |

ERI as of January 1, 2024

**Branch Manager – 2023 WPL Staff Compensation Survey Report**

| Municipal/Resident Population | # or Orgs | Average Salary Range |          |          | MLS Required |
|-------------------------------|-----------|----------------------|----------|----------|--------------|
|                               |           | Min                  | Mid      | Max      |              |
| 50,001 – 100,000              | 3         | \$61,360             | \$72,800 | \$84,240 | 2            |
| Over 100,000                  | 4         | \$63,627             | \$72,779 | \$84,406 | 2            |

*ERI defines a Library Department Head and The Survey defines a Branch Manager as a position that manages an organizational unit of the main library or a branch that is physically separated from the main library. Plans and administers program of library services. Analyzes and coordinates departmental budget estimates, and controls expenditures to administer approved budget. Reviews and evaluates orders for books and audiovisual materials. Examines trade publications and materials, interviews publishers' representatives, and consults with others to select materials. Administers personnel regulations, interviews and appoints job applicants, rates staff performance, and promotes and discharges employees. Plans and conducts staff meetings and participates in community and professional meetings to discuss and act on library problems. Delivers book reviews and lectures to publicize library activities and services. Provides library public relations services. May examine and select materials to be discarded, repaired, or replaced.*

**Manager/Supervisor titles – other municipalities/Statewide, arranged by minimum rate of pay**

| City/Org                           | Job Title                            | Min      | Mean     | Max       |
|------------------------------------|--------------------------------------|----------|----------|-----------|
| City of Racine                     | Head of Children's Services          | \$72,322 | \$74,391 | \$76,461  |
| 2023 Statewide Survey Over 100,000 | Dept Head/Coordinator/Senior Manager | \$72,779 | \$82,805 | \$95,326  |
| City of Milwaukee - Current        | Library Services Assistant Manager   | \$74,342 | \$80,598 | \$86,854  |
| City of Madison                    | Library Program Supervisor           | \$79,458 | \$87,476 | \$95,495  |
| City of Milwaukee - Recommended    | Library Services Assistant Manager   | \$79,976 | \$86,294 | \$92,612  |
| City of Milwaukee - Current        | Library Services Manager             | \$79,546 | \$89,124 | \$98,703  |
| City of Wauwatosa                  | Library Supervisor                   | \$82,285 | \$93,714 | \$105,144 |
| City of Milwaukee - Recommended    | Library Services Manager             | \$87,973 | \$96,598 | \$105,223 |

**Second/Deputy titles – other municipalities/Statewide, arranged by minimum rate of pay**

| City/Org                           | Job Title                              | Min       | Mean      | Max       |
|------------------------------------|--|-----------|-----------|-----------|
| City of Milwaukee - Current        | Library Public Services Area Manager   | \$87,501  | \$96,362  | \$105,223 |
| 2023 Statewide Survey Over 100,000 | Deputy/Associate/Asst Library Director | \$90,334  | \$105,061 | \$120,598 |
| City of Wauwatosa                  | Asst Library Director                  | \$95,056  | \$108,264 | \$121,472 |
| City of Milwaukee - Recommended    | Library Public Services Area Manager   | \$96,770  | \$112,091 | \$127,412 |
| City of Madison                    | Library Associate Director             | \$104,867 | \$115,621 | \$126,376 |

**Analysis and Recommendation**

Recommendations within this management series begin with addressing compression concerns arising from the disparity between the suggested compensation for a Librarian III and that of the Library Services Assistant Manager. The Library Services Assistant Manager classification serves as an underfill title to the full Library Services Manager title. A Librarian pursuing a promotion to this management level would likely need time in the Assistant Manager title to obtain the five years of required experience in performing complex bibliographic, reference, and readers' advisory work. The title can also serve as a temporary appointment title for Librarians to take on management level duties during periods of vacancies or leaves of absence. To prevent compression between these managerial positions and their direct reports, the report recommends placing the Library Services Assistant Manager in Pay Range 1FX (\$66,154 - \$92,612) with recruitment at \$79,976 and the Library Services Manager in Pay Range 1HX (\$75,162 - \$105,223) with recruitment at \$87,973.

These recommendations will set the City of Milwaukee ahead of supervisory roles in comparable municipalities. Considering the extensive scope of responsibilities associated with Library Service Managers, extending beyond mere supervision to encompass operations oversight, community service and education development, and library administration, these recommendations are deemed essential to ensure ongoing competitiveness in recruitment and in the retention of existing staff.

To mitigate compression issues between the Library Services Managers and the Library Public Services Area Manager, this report recommends placing the Library Public Services Area Manager in Pay Range 1JX (\$85,366 - \$119,521) with recruitment at \$104,997.

To mitigate compression issues between the Library Public Services Area Manager and the Associate Library Directors, this report recommends adding a recruitment rate of \$119,080 to the Associate Library Director title in Pay Range 10X (\$117,464 - \$164,446).

| Current   | Recommended   |
|---|---|
| Library Circulation Manager<br>PR 1EX (\$62,041 - \$86,854)<br>FN: Recruitment is at \$67,004<br>(One Position) | Library Circulation Manager<br>PR 1FX (\$66,154 - \$92,612)<br>FN: Recruitment is at \$79,976<br>(One Position) |

**Position Description and Minimum Requirements**

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:

Minimum requirements include a bachelor’s degree in business administration or logistics, computer science, human resources, management, public relations, or a related field; and three years of library circulation experience with at least one year of leadership experience in a customer service environment.

**Manager/Supervisor of Support Staff – 2023 WPL Staff Compensation Survey Report**

*The Survey defines a Manager/Supervisor of Support Staff as Persons who supervise support staff in any part of the library but do not supervise professional librarians. (Alternate Job Titles: Circulation Lead Worker or Supervisor)*

| Municipal/Resident Population | # or Orgs | Average Salary Range |          |          | MLS Required |
|-------------------------------|-----------|----------------------|----------|----------|--------------|
|                               |           | Min                  | Mid      | Max      |              |
| 50,001 – 100,000              | 5         | \$53,269             | \$63,336 | \$73,632 | 0            |
| Over 100,000                  | 2         | \$69,930             | \$79,914 | \$90,709 | 0            |

**Analysis and Recommendation**

In 2021, this position was reclassified from an Administrative Specialist – Senior to the current title of Library Circulation Manager. The report at that time indicated that the position had changed over time to take on a larger managerial role similar in level and scope as that of Management Librarian in Pay Range 1EX. A further report in 2021 on Library Management combined the roles of the Librarian V, Library Branch Manager, and Management Librarian into one classification of Library Services Manager in pay range 1GX. This report also created the underfill title of Library Services Assistant Manager in 1EX.

Based upon the changes to the Library Services Manager and the creation of the Library Services Assistant Manager in 2021, this report recommends placing the Library Circulation Manager in Pay Range 1FX (\$66,154 - \$92,612) with recruitment at \$79,976.

**Professional Supervisory Series**

| Current  | Recommended   |
|--|---|
| Library Services Coordinator<br>PR 2EN (\$48,079 - \$67,309)<br>FN: Recruitment is at \$53,820<br>FN: One-time additional \$400 for Reference Coursework<br>(14 Positions) | Library Services Supervisor<br>PR 2GN (\$54,619 - \$76,474)<br>FN: Recruitment is at \$66,992<br>FN: One-time additional \$400 for Reference Coursework<br>(14 Positions) |
| Library Circulation Services Coordinator<br>PR 2EN (\$48,079 - \$67,309)<br>FN: Recruitment is at \$53,820<br>(Three Positions)  | Library Circulation Services Supervisor<br>PR 2GN (\$54,619 - \$76,474)<br>FN: Recruitment is at \$66,992<br>(Three Positions)  |
| Library Technical Services Coordinator<br>PR 2EN (\$48,079 - \$67,309)<br>FN: Recruitment is at \$53,820<br>(Two Positions)  | Library Technical Services Supervisor<br>PR 2GN (\$54,619 - \$76,474)<br>FN: Recruitment is at \$66,992<br>(Two Positions)  |

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

**Position Descriptions and Minimum Requirements**

Under the direct supervision of the Library Services 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.

Under the direct supervision of the Library Services Manager, the **Library Services Coordinator** in Education and Outreach Services plans, organizes, directs and supervises the activities of the unit. The 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.

Under the direction of the Library Services Manager, 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.

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.

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. 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. This position also collaborates with other Library Circulation Services Coordinators.

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 (AV) needs for board meetings, events in the Centennial Hall Complex, for special events in Central Library and branches as assigned, including the scheduling of AV team for events. This coordinator is also responsible for the HotSpot Program coordination and oversight, MPLX circulation oversight, RFID (Radio-frequency Identification Tags), Sorter, self-checkouts and working with other Library Circulation Services Coordinators to cover all duties.

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.

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.

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.

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.

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 2GX. Positions at this level have responsibility for departmental administrative operations and oversee paraprofessional and administrative staff.

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.

**Market Data – Professional Supervisory series**

| Job Title                 | Geographic Area      | Level   | 25th Percentile | Survey Mean | 75th Percentile |
|---------------------------|----------------------|---------|-----------------|-------------|-----------------|
| Administrative Supervisor | Milwaukee, Wisconsin | Level 1 | \$55,587        | \$61,592    | \$67,336        |
| Administrative Supervisor | Milwaukee, Wisconsin | Level 2 | \$64,338        | \$71,271    | \$77,952        |
| Administrative Supervisor | Milwaukee, Wisconsin | Level 3 | \$75,996        | \$84,137    | \$92,042        |

ERI as of January 1, 2024

*ERI defines an Administrative Supervisor as a position that monitors daily activities and work flow of support staff and operations clerks. Ensures compliance with all regulatory mandates for all operations. Assists in budget and project planning. Prepares and generates various reports including performance metrics and labor/payroll measures for management. Supervises and coordinates administrative services activities of employees in areas such as employment, human resources, purchasing, security, maintenance, mail and messenger services, office clerical and support services, printing, telecommunications, and cafeteria services. Studies schedules and estimates time, cost, and labor estimates for products, services, and/or completion of job assignments. Assists in developing and*

*implementing methods and procedures for monitoring work activities in order to inform management of current status of work activities. Plans and assigns work, conducts assessments, and contributes to employee development. Solicits and works with vendors necessary to the department. Interfaces with senior management to produce an effective administrative team. Provides input to department budget to identify budget needs and/or reductions, and may allocate operating budget funds. Interprets company policy to employees and enforces safety regulations. Establishes or adjusts work procedures to meet department deadlines. Recommends measures to improve methods, performance, and quality of service, and suggests changes in working conditions to increase efficiency. Analyzes and resolves work problems, or assists employees in solving work problems. May recruit, hire, train staff, evaluate employee performance, and recommend promotions, transfers, and disciplinary action.*

**Analysis and Recommendation**

When last studied in 2021, the level of responsibility for these positions was compared 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 Supervisors oversee the work of paraprofessional staff, including some that act in a leadworker capacity for other team members. As a result of the 2024 Administrative Support and Paraprofessional study, the recruitment rate for an Administrative Specialist – Senior has increased to \$66,992. Other paraprofessional positions also saw significant increases to become competitive in the market and have caused compression with some professional level supervisors. These Library Supervisory positions have retained the comparative duties and responsibilities of the Administrative Specialist – Senior and are now supervising staff who have received a market increase. This report therefore recommends that the Library Services Supervisor, Library Circulation Services Supervisor, and Library Technical Services Supervisor be placed in Pay Range 2GN (\$54,619 - \$76,474) with recruitment at \$66,992.

**Professional Series**

| Current   | Recommended   |
|---|---|
| Library Volunteer Coordinator<br>PR 2EN (\$48,079 - \$67,309)<br>FN: Recruitment is at \$53,848<br>(One Position) | Library Volunteer Coordinator<br>PR 2EN (\$48,079 - \$67,309)<br>FN: Recruitment is at \$57,730<br>(One Position) |

The **Library Volunteer Coordinator** coordinates the Library’s Volunteer Program including recruiting, interviewing, selecting, training and placing, and recognizing volunteers; develops and implements program goals and objectives; and implements methods to sustain participation; maintains records; assists in promoting the Library’s Volunteer Program and Library special events through public speaking and participation in community events and activities; and performs a variety of tasks to support program efforts.

Minimum requirements include a bachelor’s degree in education, public administration or liberal arts with an emphasis in social services.

**Analysis and Recommendation**

In 2021, the Library Volunteer Coordinator was placed in pay range 2EN which also included the Librarian I classification, though the Librarian I classification was assigned a higher recruitment rate. In reviewing the essential functions and minimum qualifications for the Library Volunteer Coordinator, Pay Range 2EN remains appropriate. This recommendation places this position at the same level as the

recommended level for Library Reference Assistant and Librarian Associate in Pay Range 2EN (\$48,079 - \$67,309) with recruitment at \$57,730.

| Current  | Recommended  |
|--|--|
| Library Copy Cataloging Specialist<br>PR 2CN (\$42,322 - \$59,242)<br>FN: Recruitment is at \$51,468<br>(Four Positions) | Library Copy Cataloging Specialist<br>PR 5GN (\$53,351 - \$66,689)<br>(Four Positions) |

The primary responsibility of the **Library Copy Cataloging Specialist** is the cataloging and classification of designated monograph, AV, or serial materials, in English and other languages. This includes comparting 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.

Minimum requirements include three years of library technical experience.

**Analysis and Recommendation**

In 2021, the level of technical responsibility of this position was compared to the technical knowledge and responsibility of the Document Services Supervisor in the Common Council-City Clerk’s Open Records Center. The Document Services Supervisor 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.

Based on a review of the duties, responsibilities, supervisory duties, and minimum requirements, a paraprofessional designation is more appropriate, in a range that was not available at the time of the 2021 study. The 2024 Administrative Support and Paraprofessional study has provided a more appropriate range of pay and classification for positions that do not require a bachelor’s degree or the equivalent knowledge, skills, and abilities of a bachelor’s degree. This report therefore recommends that four positions of Library Copy Cataloging Specialist be placed in Pay Range PR 5GN (\$53,351 - \$66,689).

| Current   | Recommended   |
|---|---|
| Library Technology Training Coordinator<br>PR 2CN (\$42,322 - \$59,242)<br>FN: Recruitment is at \$45,705<br>(One Position) | Library Technology Training Coordinator<br>PR 2FN (\$51,250 - \$71,754)<br>FN: Recruitment is at \$61,771<br>(One Position) |

The **Library Technology Training Coordinator** has primary responsibility for public services programming support and innovation. The incumbent provides technical support for adult programming events and supports system-wide initiatives surrounding virtual programming including: coordinating the scheduling of adult programming librarians’ programs and serving as the primary technical support for online programs; identifying new technology, determining its feasibility for MPL use; training staff with new technology, developing tutorials for staff and patrons alike, and teaching technology classes to the public.

Minimum qualifications include a bachelor’s degree in education, IT or any related major from an accredited college or university and two years of training or technology instruction experience, preferably in a library setting with one year of lead or supervisory experience.

**Analysis and Recommendation**

The Library Technology Training Coordinator was last studied in 2017. It was not included in the 2021 Library Market study nor the context of the 2024 citywide IT study. In 2017 the position was reclassified from a Library Reference Assistant position, which was classified as a paraprofessional level position at the time, to a professional position with a differential in pay above the Library Reference Assistant. In 2021, the Library Reference Assistant classification eclipsed the Training Coordinator, moving to the professional range with a higher recruitment rate. This report recommends placing the Library Technology Training Coordinator in Pay Range 2FN (\$51,250 - \$71,754) with recruitment at \$61,771 to acknowledge the additional Systemwide training and support requirements of the position.

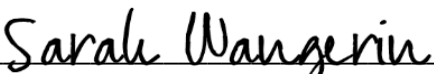
**Auxiliary Positions**

| Current   | Recommended   |
|---|---|
| Temporary Librarian III<br>PR 9HN (\$51,250 - \$71,754)<br>FN: Recruitment is at \$69,479<br>FN: Incumbents limited to footnoted recruitment rate.<br>(Three Positions)             | Temporary Librarian III<br>PR 9HN (\$51,250 - \$71,754)<br>FN: Recruitment is at \$72,705<br>FN: Incumbents limited to footnoted recruitment rate.<br>(Three Positions)             |
| Temporary Library Reference Assistant<br>PR 9EN (\$40,146 - \$44,426)<br>FN: Recruitment is at \$51,468<br>FN: Incumbents limited to footnoted recruitment rate.<br>(Two Positions) | Temporary Library Reference Assistant<br>PR 9EN (\$40,146 - \$44,426)<br>FN: Recruitment is at \$57,730<br>FN: Incumbents limited to footnoted recruitment rate.<br>(Two Positions) |
| Temporary Library Services Manager<br>PR 9TX (\$66,154 - \$92,612)<br>FN: Recruitment is at \$79,546<br>FN: Incumbents limited to footnoted recruitment rate.<br>(Two Positions)    | Temporary Library Services Manager<br>PR 9TX (\$66,154 - \$92,612)<br>FN: Recruitment is at \$87,973<br>FN: Incumbents limited to footnoted recruitment rate.<br>(Two Positions)    |

Recommendations for corresponding temporary library titles in section 9: Part-time and Intermittent reflect the recommended recruitment rates for regular, full time staff.

**Action Required – Effective Pay Period 13, 2024 (June 9, 2024)**

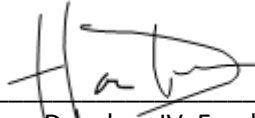
**\* Please see submitted addendum to CCFN for Salary and Position Ordinance changes.**

Prepared by:   
 Sarah Wangerin, Human Resources Representative

Reviewed by:   
 Andrea Knickerbocker, Human Resources Manager



Reviewed by:



Harper Donahue IV, Employee Relations Director



**Department of Employee Relations**

**Cavalier Johnson**  
Mayor

**Harper Donahue, IV**  
Director

**Molly King**  
Employee Benefits Director

**Nicole M. Fleck**  
Labor Negotiator

**Job Evaluation Report**

City Service Commission Meeting: May 21, 2024

**Health Department - Vital Statistics**

| Current Title                             | Recommended Title  |
|---|--|
| <b>New Positions</b><br>(Three Positions) | Customer Service Representative III<br>6KN: \$49,095 - \$58,914<br>Recruit Rate: \$49,399<br>(Three Positions) |
|   | Customer Service Representative II<br>6HN: \$46,226 - \$55,471<br>Recruit Rate: \$46,256<br>(Underfill title)  |
|   | Customer Service Representative I<br>6GN: \$44,909 - \$53,891<br>(Underfill title)                             |

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

The Milwaukee Health Department (MHD) has submitted a request to classify three new positions added in the 2024 budget.

The Vital Statistics Office of the Milwaukee Health Department assists individuals looking for access to birth records for all State of Wisconsin births, death certificates for anyone who died at a City of Milwaukee hospital, institution, or residence prior to September of 2013, and death records for anyone who died in Wisconsin from September of 2013 to the present. The Office has birth records dating back to 1893 and deaths back to 1869. Vital Statistics operations are governed by Chapter 69 of the Wisconsin state statute.

These positions will handle a variety of customer transactions, information requests, and related duties for the Health Department. Working in the Zeidler Municipal Building, under the direction of the Health Customer Service Manager, these positions will provide requested birth and death certificates or copies for the public, business clients, and others within the requirements of State law and MHD policies. These positions will also conduct other Health Department customer transactions online and in-person, including accepting and registering payment for business inspections, lab testing, and other MHD services. They will also accept and route client and patient documentation, non-hazardous/contagious lab specimen samples, and other public-facing work in support of MHD programs; and provide information and act as a point of referral for MHD programs and City services in general. Duties and responsibilities include:

- Processing any and all Health Department customer transactions, including birth and death certificates, in accordance with HIPAA (Health Information Portability and Accountability Act), Wisconsin Statutes 69, and other applicable State and City laws, ordinances, and policies.

- Ensure high customer service standards are met for each transaction. Regularly train on customer service practice and procedures.
- Process customer payments, including credit and debit card, online payments, checks, and cash.
- Assure accuracy for in-person, mail, and online customer orders based on the MHD service being provided.
- Find, create, and deliver birth and death certificates as ordered, by U.S. Mail, FedEx, UPS, courier, or for in-person pickup.
- Assure customer and data privacy, follow established policies and procedures to validate transactions and assure appropriate protections for MHD customers
- Open and close cash register, manage cash, and reconcile daily transactions and register balance.
- Make accurate change for cash transactions.
- Work cooperatively, collaboratively, and respectfully with all MHD and City colleagues
- Assist in training of new Health Customer Service Representatives

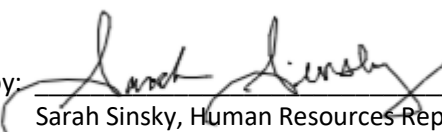
Minimum qualifications include three years of office support job experience, including two years of experience performing customer service work in an office setting serving the public in person or on the telephone.


Based on the on the essential functions of these positions, they will be performing at the same level as the classification underfill structure created for the MHD Vital Statistics section in the Administrative Support report approved at the February 20, 2024 City Service Commission meeting and the subsequent February 23, 2024 Finance and Personnel meeting.

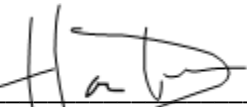
We therefore recommend classifying these three new positions as Customer Service Representative III in Pay Range 6KN (\$49,095 - \$58,914) with a recruitment rate of \$49,399 and maintaining the aforementioned underfill title structure so future incumbents can cross train along with current team members to fulfill the needs of the section.

**Action Required – Effective Pay Period 13, 2024 (June 9, 2024)**

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

Prepared by:   
 Sarah Sinsky, Human Resources Representative

Reviewed by:   
 Andrea Knickerbocker, Human Resources Manager

Reviewed by:   
 Harper Donahue IV, Employee Relations Director



# City of Milwaukee Fiscal Impact Statement

|          |                |  |                    |               |   |  |
|----------|----------------|--|--------------------|---------------|---|--|
| <b>A</b> | <b>Date</b>    | <u>5/21/2024</u>   | <b>File Number</b> | <u>240208</u> | <input checked="" type="checkbox"/> <b>Original</b> | <input type="checkbox"/> <b>Substitute</b> |
|          | <b>Subject</b> | <u>Communication from the Department of Employee Relations regarding the costs of classification reports approved at the City Service Commission on May 21<sup>st</sup>, 2024.</u> |                    |               |   |  |

|          |   |  |
|----------|---|--|
| <b>B</b> | <b>Submitted By (Name/Title/Dept./Ext.)</b> | <u>Sarah Wangerin/ Human Resources Representative / Employee Relations</u> |
|----------|---|--|

|          |                  |  |
|----------|------------------|--|
| <b>C</b> | <b>This File</b> | <input checked="" type="checkbox"/> <b>Increases or decreases previously authorized expenditures.</b>                  |
|          |                  | <input type="checkbox"/> <b>Suspends expenditure authority.</b>  |
|          |                  | <input type="checkbox"/> <b>Increases or decreases city services.</b>  |
|          |                  | <input type="checkbox"/> <b>Authorizes a department to administer a program affecting the city's fiscal liability.</b> |
|          |                  | <input type="checkbox"/> <b>Increases or decreases revenue.</b>  |
|          |                  | <input type="checkbox"/> <b>Requests an amendment to the salary or positions ordinance.</b>                            |
|          |                  | <input type="checkbox"/> <b>Authorizes borrowing and related debt service.</b>   |
|          |                  | <input type="checkbox"/> <b>Authorizes contingent borrowing (authority only).</b>                                      |
|          |                  | <input type="checkbox"/> <b>Authorizes the expenditure of funds not authorized in adopted City Budget.</b>             |

|          |                  |  |  |
|----------|------------------|--|--|
| <b>D</b> | <b>Charge To</b> | <input checked="" type="checkbox"/> <b>Department Account</b>    | <input type="checkbox"/> <b>Contingent Fund</b>          |
|          |                  | <input checked="" type="checkbox"/> <b>Capital Projects Fund</b> | <input type="checkbox"/> <b>Special Purpose Accounts</b> |
|          |                  | <input type="checkbox"/> <b>Debt Service</b>                     | <input type="checkbox"/> <b>Grant &amp; Aid Accounts</b> |
|          |                  | <input type="checkbox"/> <b>Other (Specify)</b>                  |  |
|          |                  | <u></u>  |  |

| 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         |
| <b>TOTALS</b>      |                  | <b>\$ 0.00</b> | <b>\$ 0.00</b> |

**F****Assumptions used in arriving at fiscal estimate.**

The total cost for 2024 is \$25,049. The total cost for a full year is \$622,131. Please see attached spreadsheet for details. Cost breakdown is in 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.

**J**

This Note       Was requested by committee chair.

**Department of Employee Relations  
Fiscal Note Spreadsheet**

City Service Commission Meeting of May 21, 2024  
Finance and Personnel Committee Meeting of June 5, 2024

**NEW COSTS FOR 2024**

|        | Pos.      | Dept     | From  | PR  | To  | PR  | CURRENT Annual | NEW Annual | EffPP | Costs                       | Rollup  | Rollup+ Sal | % Inc  |
|--------|-----------|----------|---|-----|---|-----|----------------|------------|-------|-----------------------------|---------|-------------|--------|
|        | 1         | CCCC     | Legislative Library Manager                   | 1CX | Legislative Library Manager                   | 1FX | \$75,288       | \$83,199   | 13    | \$4,260                     | \$596   | \$4,856     | 10.51% |
| Vacant | 1         | CCCC     | Librarian II                                  | 2FN | Librarian II                                  | 2HN | \$64,933       | \$67,949   | 13    | \$1,624                     | \$332   | \$1,956     | 4.64%  |
|        | 1         | CCCC     | Municipal Research Library Services Assistant | 2CN | Municipal Research Library Services Assistant | 2EN | \$50,152       | \$59,462   | 13    | \$5,013                     | \$1,025 | \$6,038     | 18.56% |
|        | 1         | CCCC     | Municipal Research Library Services Assistant | 2CN | Municipal Research Library Services Assistant | 2EN | \$61,629       | \$60,056   | 13    | N/A Above Recruitment Rate  |         |             |        |
|        | Underfill | Citywide | Librarian I                                   | 2EN | Librarian I                                   | 2GN | \$60,685       | \$63,503   | 13    | N/A Underfill Title         |         |             |        |
| Vacant | 1         | DNS      | Neighborhood Services Operations Director     | 1RX | Deputy Commissioner – Building Inspection     | 1SX | \$140,676      | \$149,117  | 13    | \$4,545                     | \$636   | \$5,181     | 6.00%  |
| Vacant | 3         | MHD      | New Position                                  | N/A | Customer Service Representative I             | 6GN | \$0            | \$44,909   | 13    | N/A Included in 2024 budget |         |             |        |
|        | 1         | MPL      | Associate Library Director                    | 1OX | Associate Library Director                    | 1OX | \$122,198      | \$122,652  | 13    | \$245                       | \$34    | \$279       | 0.37%  |
|        | 1         | MPL      | Associate Library Director                    | 1OX | Associate Library Director                    | 1OX | \$130,503      | \$120,271  | 13    | N/A Above Recruitment Rate  |         |             |        |
|        | 1         | MPL      | Librarian Associate                           | 2CN | Librarian Associate                           | 2EN | \$53,012       | \$59,462   | 13    | \$3,473                     | \$710   | \$4,183     | 12.17% |
|        | 1         | MPL      | Librarian Associate                           | 2CN | Librarian Associate                           | 2EN | \$51,983       | \$57,730   | 13    | \$3,094                     | \$633   | \$3,727     | 11.06% |
|        | 1         | MPL      | Librarian Associate                           | 2CN | Librarian Associate                           | 2EN | \$53,543       | \$59,462   | 13    | \$3,187                     | \$652   | \$3,839     | 11.06% |
|        | 1         | MPL      | Librarian Associate                           | 2CN | Librarian Associate                           | 2EN | \$55,133       | \$59,462   | 13    | \$2,331                     | \$477   | \$2,808     | 7.85%  |
|        | Underfill | MPL      | Librarian Associate                           | 2CN | Librarian Associate                           | 2EN | \$51,468       | \$57,730   | 13    | N/A Underfill Title         |         |             |        |
|        | 1         | MPL      | Librarian I                                   | 2EN | Librarian I                                   | 2GN | \$61,292       | \$64,138   | 13    | \$1,533                     | \$313   | \$1,846     | 4.64%  |
|        | 2         | MPL      | Librarian I                                   | 2EN | Librarian I                                   | 2GN | \$60,685       | \$63,503   | 13    | \$3,035                     | \$621   | \$3,656     | 4.64%  |
|        | 2         | MPL      | Librarian I                                   | 2EN | Librarian I                                   | 2GN | \$62,506       | \$65,408   | 13    | \$3,126                     | \$639   | \$3,765     | 4.64%  |
|        | 1         | MPL      | Librarian I                                   | 2EN | Librarian I                                   | 2GN | \$63,131       | \$66,063   | 13    | \$1,579                     | \$323   | \$1,901     | 4.64%  |
|        | 1         | MPL      | Librarian I                                   | 2EN | Librarian I                                   | 2GN | \$61,292       | \$63,503   | 13    | \$1,191                     | \$243   | \$1,434     | 3.61%  |
|        | Underfill | MPL      | Librarian I                                   | 2EN | Librarian I                                   | 2GN | \$60,685       | \$63,503   | 13    | N/A Underfill Title         |         |             |        |
|        | 1         | MPL      | Librarian II                                  | 2FN | Librarian II                                  | 2HN | \$66,881       | \$69,987   | 13    | \$1,672                     | \$342   | \$2,014     | 4.64%  |
|        | 1         | MPL      | Librarian II                                  | 2FN | Librarian II                                  | 2HN | \$69,557       | \$69,987   | 13    | \$232                       | \$47    | \$279       | 0.62%  |
|        | 3         | MPL      | Librarian II                                  | 2FN | Librarian II                                  | 2HN | \$72,278       | \$70,687   | 13    | N/A Above Recruitment Rate  |         |             |        |
|        | 1         | MPL      | Librarian II                                  | 2FN | Librarian II                                  | 2HN | \$72,141       | \$68,628   | 13    | N/A Above Recruitment Rate  |         |             |        |
|        | 1         | MPL      | Librarian II                                  | 2FN | Librarian II                                  | 2HN | \$73,629       | \$70,687   | 13    | N/A Above Recruitment Rate  |         |             |        |
|        | 3         | MPL      | Librarian II                                  | 2FN | Librarian II                                  | 2HN | \$71,603       | \$70,687   | 13    | N/A Above Recruitment Rate  |         |             |        |
|        | 1         | MPL      | Librarian II                                  | 2FN | Librarian II                                  | 2HN | \$72,954       | \$70,687   | 13    | N/A Above Recruitment Rate  |         |             |        |
|        | 1         | MPL      | Librarian II                                  | 2FN | Librarian II                                  | 2HN | \$70,225       | \$69,987   | 13    | N/A Above Recruitment Rate  |         |             |        |
|        | Underfill | MPL      | Librarian II                                  | 2FN | Librarian II                                  | 2HN | \$64,933       | \$67,949   | 13    | N/A Underfill Title         |         |             |        |
|        | 2         | MPL      | Librarian III                                 | 2GN | Librarian III                                 | 2IN | \$39,753       | \$37,818   | 13    | N/A Above Recruitment Rate  |         |             |        |
| Vacant | 6         | MPL      | Librarian III                                 | 2GN | Librarian III                                 | 2IN | \$69,479       | \$72,705   | 13    | \$10,424                    | \$2,132 | \$12,556    | 4.64%  |
|        | 1         | MPL      | Librarian III                                 | 2GN | Librarian III                                 | 2IN | \$71,563       | \$74,886   | 13    | \$1,789                     | \$366   | \$2,155     | 4.64%  |
|        | 1         | MPL      | Librarian III                                 | 2GN | Librarian III                                 | 2IN | \$70,173       | \$72,705   | 13    | \$1,363                     | \$279   | \$1,642     | 3.61%  |
|        | 19        | MPL      | Librarian III                                 | 2GN | Librarian III                                 | 2IN | \$79,506       | \$75,635   | 13    | N/A Above Recruitment Rate  |         |             |        |
|        | 7         | MPL      | Librarian III                                 | 2GN | Librarian III                                 | 2IN | \$77,338       | \$75,635   | 13    | N/A Above Recruitment Rate  |         |             |        |
|        | 3         | MPL      | Librarian III                                 | 2GN | Librarian III                                 | 2IN | \$77,191       | \$73,432   | 13    | N/A Above Recruitment Rate  |         |             |        |
|        | 1         | MPL      | Librarian III                                 | 2GN | Librarian III                                 | 2IN | \$78,784       | \$75,635   | 13    | N/A Above Recruitment Rate  |         |             |        |
|        | 3         | MPL      | Librarian III                                 | 2GN | Librarian III                                 | 2IN | \$76,615       | \$75,635   | 13    | N/A Above Recruitment Rate  |         |             |        |
|        | 1         | MPL      | Librarian III                                 | 2GN | Librarian III                                 | 2IN | \$78,061       | \$75,635   | 13    | N/A Above Recruitment Rate  |         |             |        |
|        | 3         | MPL      | Librarian III                                 | 2GN | Librarian III                                 | 2IN | \$75,892       | \$75,635   | 13    | N/A Above Recruitment Rate  |         |             |        |
|        | 1         | MPL      | Librarian III                                 | 2GN | Librarian III                                 | 2IN | \$72,952       | \$72,705   | 13    | N/A Above Recruitment Rate  |         |             |        |
|        | 1         | MPL      | Librarian III (0.50 FTE)                      | 2GN | Librarian III (0.50 FTE)                      | 2IN | \$39,753       | \$37,818   | 13    | N/A Above Recruitment Rate  |         |             |        |
|        | 1         | MPL      | Librarian III (0.75 FTE)                      | 2GN | Librarian III (0.75 FTE)                      | 2IN | \$59,630       | \$60,508   | 13    | \$473                       | \$97    | \$570       | 1.47%  |
|        | 1         | MPL      | Library Circulation Manager                   | 1EX | Library Circulation Manager                   | 1FX | \$76,674       | \$80,676   | 13    | \$2,155                     | \$302   | \$2,456     | 5.22%  |
|        | 1         | MPL      | Library Circulation Services Coordinator      | 2EN | Library Circulation Services Supervisor       | 2GN | \$58,789       | \$69,692   | 13    | \$5,871                     | \$1,201 | \$7,072     | 18.55% |
|        | 2         | MPL      | Library Circulation Services Coordinator      | 2EN | Library Circulation Services Supervisor       | 2GN | \$61,588       | \$69,692   | 13    | \$8,727                     | \$1,785 | \$10,512    | 13.16% |
|        | 4         | MPL      | Library Copy Cataloging Specialist            | 2CN | Library Copy Cataloging Specialist            | 5GN | \$58,897       | \$55,501   | 13    | N/A Above Recruitment Rate  |         |             |        |
|        | 1         | MPL      | Library Public Services Area Manager          | 1HX | Library Public Services Area Manager          | 1JX | \$92,910       | \$108,147  | 13    | \$8,204                     | \$1,149 | \$9,353     | 16.40% |
|        | 1         | MPL      | Library Public Services Area Manager          | 1HX | Library Public Services Area Manager          | 1JX | \$96,489       | \$109,228  | 13    | \$6,860                     | \$960   | \$7,820     | 13.20% |
|        | 1         | MPL      | Library Public Services Area Manager          | 1HX | Library Public Services Area Manager          | 1JX | \$100,130      | \$109,228  | 13    | \$4,899                     | \$686   | \$5,585     | 9.09%  |
| Vacant | 7         | MPL      | Library Reference Assistant                   | 2CN | Library Reference Assistant                   | 2EN | \$51,468       | \$57,730   | 13    | \$23,601                    | \$4,826 | \$28,428    | 12.17% |
|        | 2         | MPL      | Library Reference Assistant                   | 2CN | Library Reference Assistant                   | 2EN | \$52,498       | \$57,730   | 13    | \$5,635                     | \$1,152 | \$6,787     | 9.97%  |
|        | 1         | MPL      | Library Reference Assistant                   | 2CN | Library Reference Assistant                   | 2EN | \$54,073       | \$59,462   | 13    | \$2,902                     | \$593   | \$3,495     | 9.97%  |
|        | 1         | MPL      | Library Reference Assistant                   | 2CN | Library Reference Assistant                   | 2EN | \$54,603       | \$59,462   | 13    | \$2,616                     | \$535   | \$3,151     | 8.90%  |
|        | 2         | MPL      | Library Reference Assistant                   | 2CN | Library Reference Assistant                   | 2EN | \$55,133       | \$59,462   | 13    | \$4,662                     | \$953   | \$5,615     | 7.85%  |
|        | 1         | MPL      | Library Reference Assistant                   | 2CN | Library Reference Assistant                   | 2EN | \$54,582       | \$58,307   | 13    | \$2,006                     | \$410   | \$2,416     | 6.82%  |
|        | 1         | MPL      | Library Reference Assistant                   | 2CN | Library Reference Assistant                   | 2EN | \$55,663       | \$59,462   | 13    | \$2,045                     | \$418   | \$2,464     | 6.82%  |
|        | 1         | MPL      | Library Reference Assistant                   | 2CN | Library Reference Assistant                   | 2EN | \$56,755       | \$60,056   | 13    | \$1,778                     | \$364   | \$2,141     | 5.82%  |
|        | 1         | MPL      | Library Reference Assistant                   | 2CN | Library Reference Assistant                   | 2EN | \$57,291       | \$60,056   | 13    | \$1,489                     | \$305   | \$1,794     | 4.83%  |
|        | 1         | MPL      | Library Reference Assistant                   | 2CN | Library Reference Assistant                   | 2EN | \$57,826       | \$60,056   | 13    | \$1,201                     | \$246   | \$1,446     | 3.86%  |
|        | 5         | MPL      | Library Reference Assistant                   | 2CN | Library Reference Assistant                   | 2EN | \$58,897       | \$60,056   | 13    | \$3,122                     | \$638   | \$3,761     | 1.97%  |

|           |     |   |                                       |   |                                       |          |          |          |                     |                                 |          |          |        |
|-----------|-----|---|---------------------------------------|---|---------------------------------------|----------|----------|----------|---------------------|---------------------------------|----------|----------|--------|
| Underfill | MPL | Library Services Assistant Manager      | 1EX                                   | Library Services Assistant Manager      | 1FX                                   | \$74,342 | \$79,976 | 13       | N/A Underfill Title |                                 |          |          |        |
| 1         | MPL | Library Services Coordinator            | 2EN                                   | Library Services Supervisor             | 2GN                                   | \$56,544 | \$69,002 | 13       | \$6,708             | \$1,372                         | \$8,080  | 22.03%   |        |
| 1         | MPL | Library Services Coordinator            | 2EN                                   | Library Services Supervisor             | 2GN                                   | \$54,897 | \$66,992 | 13       | \$6,513             | \$1,332                         | \$7,845  | 22.03%   |        |
| 1         | MPL | Library Services Coordinator            | 2EN                                   | Library Services Supervisor             | 2GN                                   | \$57,098 | \$69,002 | 13       | \$6,410             | \$1,311                         | \$7,721  | 20.85%   |        |
| 1         | MPL | Library Services Coordinator            | 2EN                                   | Library Services Supervisor             | 2GN                                   | \$59,349 | \$69,692 | 13       | \$5,569             | \$1,139                         | \$6,708  | 17.43%   |        |
| 3         | MPL | Library Services Coordinator            | 2EN                                   | Library Services Supervisor             | 2GN                                   | \$59,909 | \$69,692 | 13       | \$15,804            | \$3,232                         | \$19,036 | 16.33%   |        |
| 7         | MPL | Library Services Coordinator            | 2EN                                   | Library Services Supervisor             | 2GN                                   | \$61,588 | \$69,692 | 13       | \$30,545            | \$6,246                         | \$36,792 | 13.16%   |        |
| 1         | MPL | Library Services Manager                | 1GX                                   | Library Services Manager                | 1HX                                   | \$81,932 | \$90,612 | 13       | \$4,674             | \$654                           | \$5,328  | 10.59%   |        |
| Vacant    | 3   | MPL                                     | Library Services Manager              | 1GX                                     | Library Services Manager              | 1HX      | \$79,546 | \$87,973 | 13                  | \$13,613                        | \$1,906  | \$15,519 | 10.59% |
| 1         | MPL | Library Services Manager                | 1GX                                   | Library Services Manager                | 1HX                                   | \$81,090 | \$87,973 | 13       | \$3,706             | \$519                           | \$4,225  | 8.49%    |        |
| 1         | MPL | Library Services Manager                | 1GX                                   | Library Services Manager                | 1HX                                   | \$81,600 | \$87,973 | 13       | \$3,432             | \$480                           | \$3,912  | 7.81%    |        |
| 1         | MPL | Library Services Manager                | 1GX                                   | Library Services Manager                | 1HX                                   | \$84,390 | \$90,612 | 13       | \$3,350             | \$469                           | \$3,819  | 7.37%    |        |
| 1         | MPL | Library Services Manager                | 1GX                                   | Library Services Manager                | 1HX                                   | \$85,210 | \$90,612 | 13       | \$2,909             | \$407                           | \$3,316  | 6.34%    |        |
| 1         | MPL | Library Services Manager                | 1GX                                   | Library Services Manager                | 1HX                                   | \$82,728 | \$87,973 | 13       | \$2,824             | \$395                           | \$3,220  | 6.34%    |        |
| 1         | MPL | Library Services Manager                | 1GX                                   | Library Services Manager                | 1HX                                   | \$86,889 | \$91,518 | 13       | \$2,493             | \$349                           | \$2,842  | 5.33%    |        |
| 1         | MPL | Library Services Manager                | 1GX                                   | Library Services Manager                | 1HX                                   | \$83,523 | \$87,973 | 13       | \$2,396             | \$335                           | \$2,732  | 5.33%    |        |
| 2         | MPL | Library Services Manager                | 1GX                                   | Library Services Manager                | 1HX                                   | \$85,162 | \$88,853 | 13       | \$3,975             | \$556                           | \$4,531  | 4.33%    |        |
| 1         | MPL | Library Services Manager                | 1GX                                   | Library Services Manager                | 1HX                                   | \$89,372 | \$91,518 | 13       | \$1,156             | \$162                           | \$1,318  | 2.40%    |        |
| 1         | MPL | Library Services Manager                | 1GX                                   | Library Services Manager                | 1HX                                   | \$86,190 | \$87,973 | 13       | \$960               | \$134                           | \$1,095  | 2.07%    |        |
| 1         | MPL | Library Services Manager                | 1GX                                   | Library Services Manager                | 1HX                                   | \$90,199 | \$91,518 | 13       | \$710               | \$99                            | \$810    | 1.46%    |        |
| 7         | MPL | Library Services Manager                | 1GX                                   | Library Services Manager                | 1HX                                   | \$91,027 | \$91,518 | 13       | \$1,854             | \$260                           | \$2,113  | 0.54%    |        |
| Vacant    | 5   | MPL                                     | Library Services Manager (Auxiliary)  | 1GX                                     | Library Services Manager (Auxiliary)  | 1HX      | \$79,546 | \$87,973 | 13                  | N/A Unfunded Auxiliary position |          |          |        |
| 1         | MPL | Library Technical Services Coordinator  | 2EN                                   | Library Technical Services Supervisor   | 2GN                                   | \$56,544 | \$69,002 | 13       | \$6,708             | \$1,372                         | \$8,080  | 22.03%   |        |
| 1         | MPL | Library Technical Services Coordinator  | 2EN                                   | Library Technical Services Supervisor   | 2GN                                   | \$61,588 | \$69,692 | 13       | \$4,364             | \$892                           | \$5,256  | 13.16%   |        |
| 1         | MPL | Library Technology Training Coordinator | 2CN                                   | Library Technology Training Coordinator | 2FN                                   | \$52,965 | \$64,260 | 13       | \$6,082             | \$1,244                         | \$7,326  | 21.33%   |        |
| 1         | MPL | Library Volunteer Coordinator           | 2EN                                   | Library Volunteer Coordinator           | 2EN                                   | \$59,939 | \$60,056 | 13       | \$63                | \$13                            | \$76     | 0.20%    |        |
| 2         | MPL | Temporary Librarian III                 | 9HN                                   | Temporary Librarian III                 | 9HN                                   | \$71,563 | \$74,886 | 13       | \$3,579             | \$732                           | \$4,311  | 4.64%    |        |
| Vacant    | 4   | MPL                                     | Temporary Librarian III               | 9HN                                     | Temporary Librarian III               | 9HN      | \$69,479 | \$72,705 | 13                  | N/A Unfunded Auxiliary position |          |          |        |
| Vacant    | 4   | MPL                                     | Temporary Library Reference Assistant | 9EN                                     | Temporary Library Reference Assistant | 9EN      | \$51,468 | \$57,730 | 13                  | N/A Unfunded Auxiliary position |          |          |        |
| Vacant    | 3   | MPL                                     | Temporary Library Services Manager    | 9TX                                     | Temporary Library Services Manager    | 9TX      | \$79,546 | \$87,973 | 13                  | N/A Unfunded Auxiliary position |          |          |        |
| 176       | 176 |   |                                       |   |                                       |          |          |          | \$20,796            | \$4,253                         | \$25,049 |          |        |

Assume effective date is Pay Period 13, 2024 (June 9, 2024) unless otherwise indicated.

Note: Totals may not be to the exact dollar due to rounding.

**NEW COSTS FOR FULL YEAR**

| Pos.      | Dept     | From  | PR  | To  | PR  | Annual    | Annual    | EffPP | Costs                       | Rollup  | Rollup+ Sal |
|-----------|----------|---|-----|---|-----|-----------|-----------|-------|-----------------------------|---------|-------------|
| 1         | CCCC     | Legislative Library Manager                   | 1CX | Legislative Library Manager                   | 1FX | \$75,288  | \$83,199  | 1     | \$7,911                     | \$1,108 | \$9,019     |
| 1         | CCCC     | Librarian II                                  | 2FN | Librarian II                                  | 2HN | \$64,933  | \$67,949  | 1     | \$3,015                     | \$617   | \$3,632     |
| 1         | CCCC     | Municipal Research Library Services Assistant | 2CN | Municipal Research Library Services Assistant | 2EN | \$50,152  | \$59,462  | 1     | \$9,310                     | \$1,904 | \$11,214    |
| 1         | CCCC     | Municipal Research Library Services Assistant | 2CN | Municipal Research Library Services Assistant | 2EN | \$61,629  | \$60,056  | 1     | N/A Above Recruitment Rate  |         |             |
| Underfill | Citywide | Librarian I                                   | 2EN | Librarian I                                   | 2GN | \$60,685  | \$63,503  | 1     | N/A Underfill Title         |         |             |
| 1         | DNS      | Neighborhood Services Operations Director     | 1RX | Deputy Commissioner – Building Inspection     | 1SX | \$140,676 | \$149,117 | 1     | \$8,441                     | \$1,182 | \$9,622     |
| 3         | MHD      | New Position                                  | N/A | Customer Service Representative I             | 6GN | \$0       | \$44,909  | 1     | N/A Included in 2024 budget |         |             |
| 1         | MPL      | Associate Library Director                    | 1OX | Associate Library Director                    | 1OX | \$122,198 | \$122,652 | 1     | \$454                       | \$64    | \$518       |
| 1         | MPL      | Associate Library Director                    | 1OX | Associate Library Director                    | 1OX | \$130,503 | \$120,271 | 1     | N/A Above Recruitment Rate  |         |             |
| 1         | MPL      | Librarian Associate                           | 2CN | Librarian Associate                           | 2EN | \$53,012  | \$59,462  | 1     | \$6,449                     | \$1,319 | \$7,768     |
| 1         | MPL      | Librarian Associate                           | 2CN | Librarian Associate                           | 2EN | \$51,983  | \$57,730  | 1     | \$5,747                     | \$1,175 | \$6,922     |
| 1         | MPL      | Librarian Associate                           | 2CN | Librarian Associate                           | 2EN | \$53,543  | \$59,462  | 1     | \$5,919                     | \$1,210 | \$7,130     |
| 1         | MPL      | Librarian Associate                           | 2CN | Librarian Associate                           | 2EN | \$55,133  | \$59,462  | 1     | \$4,329                     | \$885   | \$5,214     |
| Underfill | MPL      | Librarian Associate                           | 2CN | Librarian Associate                           | 2EN | \$51,468  | \$57,730  | 1     | N/A Underfill Title         |         |             |
| 1         | MPL      | Librarian I                                   | 2EN | Librarian I                                   | 2GN | \$61,292  | \$64,138  | 1     | \$2,846                     | \$582   | \$3,428     |
| 2         | MPL      | Librarian I                                   | 2EN | Librarian I                                   | 2GN | \$60,685  | \$63,503  | 1     | \$5,636                     | \$1,153 | \$6,789     |
| 2         | MPL      | Librarian I                                   | 2EN | Librarian I                                   | 2GN | \$62,506  | \$65,408  | 1     | \$5,805                     | \$1,187 | \$6,992     |
| 1         | MPL      | Librarian I                                   | 2EN | Librarian I                                   | 2GN | \$63,131  | \$66,063  | 1     | \$2,932                     | \$600   | \$3,531     |
| 1         | MPL      | Librarian I                                   | 2EN | Librarian I                                   | 2GN | \$61,292  | \$63,503  | 1     | \$2,211                     | \$452   | \$2,664     |
| Underfill | MPL      | Librarian I                                   | 2EN | Librarian I                                   | 2GN | \$60,685  | \$63,503  | 1     | N/A Underfill Title         |         |             |
| 1         | MPL      | Librarian II                                  | 2FN | Librarian II                                  | 2HN | \$66,881  | \$69,987  | 1     | \$3,106                     | \$635   | \$3,741     |
| 1         | MPL      | Librarian II                                  | 2FN | Librarian II                                  | 2HN | \$69,557  | \$69,987  | 1     | \$431                       | \$88    | \$519       |
| 3         | MPL      | Librarian II                                  | 2FN | Librarian II                                  | 2HN | \$72,278  | \$70,687  | 1     | N/A Above Recruitment Rate  |         |             |
| 1         | MPL      | Librarian II                                  | 2FN | Librarian II                                  | 2HN | \$72,141  | \$68,628  | 1     | N/A Above Recruitment Rate  |         |             |
| 1         | MPL      | Librarian II                                  | 2FN | Librarian II                                  | 2HN | \$73,629  | \$70,687  | 1     | N/A Above Recruitment Rate  |         |             |
| 3         | MPL      | Librarian II                                  | 2FN | Librarian II                                  | 2HN | \$71,603  | \$70,687  | 1     | N/A Above Recruitment Rate  |         |             |
| 1         | MPL      | Librarian II                                  | 2FN | Librarian II                                  | 2HN | \$72,954  | \$70,687  | 1     | N/A Above Recruitment Rate  |         |             |
| 1         | MPL      | Librarian II                                  | 2FN | Librarian II                                  | 2HN | \$70,225  | \$69,987  | 1     | N/A Above Recruitment Rate  |         |             |
| Underfill | MPL      | Librarian II                                  | 2FN | Librarian II                                  | 2HN | \$64,933  | \$67,949  | 1     | N/A Underfill Title         |         |             |
| 2         | MPL      | Librarian III                                 | 2GN | Librarian III                                 | 2IN | \$39,753  | \$37,818  | 1     | N/A Above Recruitment Rate  |         |             |
| 6         | MPL      | Librarian III                                 | 2GN | Librarian III                                 | 2IN | \$69,479  | \$72,705  | 1     | \$19,360                    | \$3,959 | \$23,319    |

|           |     |  |     |   |     |           |           |   |           |                             |           |
|-----------|-----|--|-----|---|-----|-----------|-----------|---|-----------|-----------------------------|-----------|
| 1         | MPL | Librarian III                            | 2GN | Librarian III                           | 2IN | \$71,563  | \$74,886  | 1 | \$3,323   | \$680                       | \$4,003   |
| 1         | MPL | Librarian III                            | 2GN | Librarian III                           | 2IN | \$70,173  | \$72,705  | 1 | \$2,532   | \$518                       | \$3,050   |
| 19        | MPL | Librarian III                            | 2GN | Librarian III                           | 2IN | \$79,506  | \$75,635  | 1 | N/A       | Above Recruitment Rate      |           |
| 7         | MPL | Librarian III                            | 2GN | Librarian III                           | 2IN | \$77,338  | \$75,635  | 1 | N/A       | Above Recruitment Rate      |           |
| 3         | MPL | Librarian III                            | 2GN | Librarian III                           | 2IN | \$77,191  | \$73,432  | 1 | N/A       | Above Recruitment Rate      |           |
| 1         | MPL | Librarian III                            | 2GN | Librarian III                           | 2IN | \$78,784  | \$75,635  | 1 | N/A       | Above Recruitment Rate      |           |
| 3         | MPL | Librarian III                            | 2GN | Librarian III                           | 2IN | \$76,615  | \$75,635  | 1 | N/A       | Above Recruitment Rate      |           |
| 1         | MPL | Librarian III                            | 2GN | Librarian III                           | 2IN | \$78,061  | \$75,635  | 1 | N/A       | Above Recruitment Rate      |           |
| 3         | MPL | Librarian III                            | 2GN | Librarian III                           | 2IN | \$75,892  | \$75,635  | 1 | N/A       | Above Recruitment Rate      |           |
| 1         | MPL | Librarian III                            | 2GN | Librarian III                           | 2IN | \$72,952  | \$72,705  | 1 | N/A       | Above Recruitment Rate      |           |
| 1         | MPL | Librarian III (0.50 FTE)                 | 2GN | Librarian III (0.50 FTE)                | 2IN | \$39,753  | \$37,818  | 1 | N/A       | Above Recruitment Rate      |           |
| 1         | MPL | Librarian III (0.75 FTE)                 | 2GN | Librarian III (0.75 FTE)                | 2IN | \$59,630  | \$60,508  | 1 | \$878     | \$180                       | \$1,058   |
| 1         | MPL | Library Circulation Manager              | 1EX | Library Circulation Manager             | 1FX | \$76,674  | \$80,676  | 1 | \$4,002   | \$560                       | \$4,562   |
| 1         | MPL | Library Circulation Services Coordinator | 2EN | Library Circulation Services Supervisor | 2GN | \$58,789  | \$69,692  | 1 | \$10,903  | \$2,230                     | \$13,133  |
| 2         | MPL | Library Circulation Services Coordinator | 2EN | Library Circulation Services Supervisor | 2GN | \$61,588  | \$69,692  | 1 | \$16,208  | \$3,314                     | \$19,522  |
| 4         | MPL | Library Copy Cataloging Specialist       | 2CN | Library Copy Cataloging Specialist      | 5GN | \$58,897  | \$55,501  | 1 | N/A       | Above Recruitment Rate      |           |
| 1         | MPL | Library Public Services Area Manager     | 1HX | Library Public Services Area Manager    | 1JX | \$92,910  | \$108,147 | 1 | \$15,237  | \$2,133                     | \$17,370  |
| 1         | MPL | Library Public Services Area Manager     | 1HX | Library Public Services Area Manager    | 1JX | \$96,489  | \$109,228 | 1 | \$12,740  | \$1,784                     | \$14,523  |
| 1         | MPL | Library Public Services Area Manager     | 1HX | Library Public Services Area Manager    | 1JX | \$100,130 | \$109,228 | 1 | \$9,099   | \$1,274                     | \$10,372  |
| 7         | MPL | Library Reference Assistant              | 2CN | Library Reference Assistant             | 2EN | \$51,468  | \$57,730  | 1 | \$43,831  | \$8,963                     | \$52,795  |
| 2         | MPL | Library Reference Assistant              | 2CN | Library Reference Assistant             | 2EN | \$52,498  | \$57,730  | 1 | \$10,464  | \$2,140                     | \$12,604  |
| 1         | MPL | Library Reference Assistant              | 2CN | Library Reference Assistant             | 2EN | \$54,073  | \$59,462  | 1 | \$5,389   | \$1,102                     | \$6,491   |
| 1         | MPL | Library Reference Assistant              | 2CN | Library Reference Assistant             | 2EN | \$54,603  | \$59,462  | 1 | \$4,859   | \$994                       | \$5,853   |
| 2         | MPL | Library Reference Assistant              | 2CN | Library Reference Assistant             | 2EN | \$55,133  | \$59,462  | 1 | \$8,657   | \$1,770                     | \$10,428  |
| 1         | MPL | Library Reference Assistant              | 2CN | Library Reference Assistant             | 2EN | \$54,582  | \$58,307  | 1 | \$3,725   | \$762                       | \$4,487   |
| 1         | MPL | Library Reference Assistant              | 2CN | Library Reference Assistant             | 2EN | \$55,663  | \$59,462  | 1 | \$3,799   | \$777                       | \$4,575   |
| 1         | MPL | Library Reference Assistant              | 2CN | Library Reference Assistant             | 2EN | \$56,755  | \$60,056  | 1 | \$3,301   | \$675                       | \$3,976   |
| 1         | MPL | Library Reference Assistant              | 2CN | Library Reference Assistant             | 2EN | \$57,291  | \$60,056  | 1 | \$2,766   | \$566                       | \$3,331   |
| 1         | MPL | Library Reference Assistant              | 2CN | Library Reference Assistant             | 2EN | \$57,826  | \$60,056  | 1 | \$2,230   | \$456                       | \$2,686   |
| 5         | MPL | Library Reference Assistant              | 2CN | Library Reference Assistant             | 2EN | \$58,897  | \$60,056  | 1 | \$5,798   | \$1,186                     | \$6,984   |
| Underfill | MPL | Library Services Assistant Manager       | 1EX | Library Services Assistant Manager      | 1FX | \$74,342  | \$79,976  | 1 | N/A       | Underfill Title             |           |
| 1         | MPL | Library Services Coordinator             | 2EN | Library Services Supervisor             | 2GN | \$56,544  | \$69,002  | 1 | \$12,458  | \$2,548                     | \$15,006  |
| 1         | MPL | Library Services Coordinator             | 2EN | Library Services Supervisor             | 2GN | \$54,897  | \$66,992  | 1 | \$12,095  | \$2,474                     | \$14,569  |
| 1         | MPL | Library Services Coordinator             | 2EN | Library Services Supervisor             | 2GN | \$57,098  | \$69,002  | 1 | \$11,904  | \$2,434                     | \$14,338  |
| 1         | MPL | Library Services Coordinator             | 2EN | Library Services Supervisor             | 2GN | \$59,349  | \$69,692  | 1 | \$10,343  | \$2,115                     | \$12,458  |
| 3         | MPL | Library Services Coordinator             | 2EN | Library Services Supervisor             | 2GN | \$59,909  | \$69,692  | 1 | \$29,350  | \$6,002                     | \$35,352  |
| 7         | MPL | Library Services Coordinator             | 2EN | Library Services Supervisor             | 2GN | \$61,588  | \$69,692  | 1 | \$56,727  | \$11,601                    | \$68,327  |
| 1         | MPL | Library Services Manager                 | 1GX | Library Services Manager                | 1HX | \$81,932  | \$90,612  | 1 | \$8,680   | \$1,215                     | \$9,895   |
| 3         | MPL | Library Services Manager                 | 1GX | Library Services Manager                | 1HX | \$79,546  | \$87,973  | 1 | \$25,281  | \$3,539                     | \$28,821  |
| 1         | MPL | Library Services Manager                 | 1GX | Library Services Manager                | 1HX | \$81,090  | \$87,973  | 1 | \$6,883   | \$964                       | \$7,847   |
| 1         | MPL | Library Services Manager                 | 1GX | Library Services Manager                | 1HX | \$81,600  | \$87,973  | 1 | \$6,373   | \$892                       | \$7,265   |
| 1         | MPL | Library Services Manager                 | 1GX | Library Services Manager                | 1HX | \$84,390  | \$90,612  | 1 | \$6,222   | \$871                       | \$7,093   |
| 1         | MPL | Library Services Manager                 | 1GX | Library Services Manager                | 1HX | \$85,210  | \$90,612  | 1 | \$5,403   | \$756                       | \$6,159   |
| 1         | MPL | Library Services Manager                 | 1GX | Library Services Manager                | 1HX | \$82,728  | \$87,973  | 1 | \$5,245   | \$734                       | \$5,980   |
| 1         | MPL | Library Services Manager                 | 1GX | Library Services Manager                | 1HX | \$86,889  | \$91,518  | 1 | \$4,629   | \$648                       | \$5,277   |
| 1         | MPL | Library Services Manager                 | 1GX | Library Services Manager                | 1HX | \$83,523  | \$87,973  | 1 | \$4,450   | \$623                       | \$5,073   |
| 2         | MPL | Library Services Manager                 | 1GX | Library Services Manager                | 1HX | \$85,162  | \$88,853  | 1 | \$7,382   | \$1,033                     | \$8,415   |
| 1         | MPL | Library Services Manager                 | 1GX | Library Services Manager                | 1HX | \$89,372  | \$91,518  | 1 | \$2,147   | \$301                       | \$2,447   |
| 1         | MPL | Library Services Manager                 | 1GX | Library Services Manager                | 1HX | \$86,190  | \$87,973  | 1 | \$1,783   | \$250                       | \$2,033   |
| 1         | MPL | Library Services Manager                 | 1GX | Library Services Manager                | 1HX | \$90,199  | \$91,518  | 1 | \$1,319   | \$185                       | \$1,504   |
| 7         | MPL | Library Services Manager                 | 1GX | Library Services Manager                | 1HX | \$91,027  | \$91,518  | 1 | \$3,443   | \$482                       | \$3,925   |
| 5         | MPL | Library Services Manager (Auxiliary)     | 1GX | Library Services Manager (Auxiliary)    | 1HX | \$79,546  | \$87,973  | 1 | N/A       | Unfunded Auxiliary position |           |
| 1         | MPL | Library Technical Services Coordinator   | 2EN | Library Technical Services Supervisor   | 2GN | \$56,544  | \$69,002  | 1 | \$12,458  | \$2,548                     | \$15,006  |
| 1         | MPL | Library Technical Services Coordinator   | 2EN | Library Technical Services Supervisor   | 2GN | \$61,588  | \$69,692  | 1 | \$8,104   | \$1,657                     | \$9,761   |
| 1         | MPL | Library Technology Training Coordinator  | 2CN | Library Technology Training Coordinator | 2FN | \$52,965  | \$64,260  | 1 | \$11,295  | \$2,310                     | \$13,605  |
| 1         | MPL | Library Volunteer Coordinator            | 2EN | Library Volunteer Coordinator           | 2EN | \$59,939  | \$60,056  | 1 | \$117     | \$24                        | \$141     |
| 2         | MPL | Temporary Librarian III                  | 9HN | Temporary Librarian III                 | 9HN | \$71,563  | \$74,886  | 1 | \$6,647   | \$1,359                     | \$8,006   |
| 4         | MPL | Temporary Librarian III                  | 9HN | Temporary Librarian III                 | 9HN | \$69,479  | \$72,705  | 1 | N/A       | Unfunded Auxiliary position |           |
| 4         | MPL | Temporary Library Reference Assistant    | 9EN | Temporary Library Reference Assistant   | 9EN | \$51,468  | \$57,730  | 1 | N/A       | Unfunded Auxiliary position |           |
| 3         | MPL | Temporary Library Services Manager       | 9TX | Temporary Library Services Manager      | 9TX | \$79,546  | \$87,973  | 1 | N/A       | Unfunded Auxiliary position |           |
| 176       |     |  |     |   |     |           |           |   | \$524,384 | \$97,747                    | \$622,131 |

Note: Totals may not be to the exact dollar due to rounding.