



**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<sup>st</sup>, 2024

**Common Council – City Clerk**

Current	Recommended
Legislative Library Manager PR 1CX (\$54,619 - \$76,474) FN: Recruitment is at \$58,991 (One Position)	Legislative Library Manager PR 1FX (\$66,154 - \$92,612) FN: Recruitment is at \$79,976 (One Position)
Librarian II PR 2FN (\$51,250 - \$71,754) FN: Recruitment is at \$64,933 (One Position)	Librarian II PR 2HN (\$58,223 - \$81,507) FN: Recruitment is at \$67,949 (One Position)
Municipal Research Library Services Assistant PR 2CN (\$42,322 - \$59,242) FN: Recruitment is at \$45,705 (Two Positions)	Municipal Research Library Services Assistant PR 2EN (\$48,079 - \$67,309) FN: Recruitment is at \$57,730 (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 PR 1CX (\$54,619 - \$76,474) FN: Recruitment is at \$58,991 (One Position)	Legislative Library Manager PR 1FX (\$66,154 - \$92,612) FN: Recruitment is at \$79,976 (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 PR 2FN (\$51,250 - \$71,754) FN: Recruitment is at \$64,933 (One Position)	Librarian II PR 2HN (\$58,223 - \$81,507) FN: Recruitment is at \$67,949 (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 PR 2CN (\$42,322 - \$59,242) FN: Recruitment is at \$45,705 (Two Positions)	Municipal Research Library Services Assistant PR 2EN (\$48,079 - \$67,309) FN: Recruitment is at \$57,730 (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 PR 1EX 9\$62,041 - \$86,854 FN: Recruitment is at \$74,342</p> <p>Rates being recommended in May 21, 2024 Library Report: PR 1FX (\$66,154 - \$92,612) 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 PR 1EX 9\$62,041 - \$86,854 FN: Recruitment is at \$74,342</p> <p>Rates being recommended in May 21, 2024 Library Report: PR 1FX (\$66,154 - \$92,612) 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 PR 2FN (\$51,250 - \$64,933) FN: Recruitment is at \$64,933</p> <p>Rates being recommended: PR 2HN (\$58,223 - \$81,507) 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 PR 2CN (\$42,322 - \$59,242) FN: Recruitment is at \$51,468</p> <p>Rates being recommended in May 21, 2024 Library Report: PR 2EN (\$48,079 - \$67,309) 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  
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Harper Donahue-IV, Employee Relations Director