



Department of Employee Relations

September 29, 2004

Tom Barrett
Mayor

Maria Monteagudo
Director

David Heard
Fire and Police Commission
Executive Director

Michael Brady
Employee Benefits Director

David Kwiatkowski
Labor Negotiator

To the Honorable
The Committee on Finance and Personnel
Common Council
City of Milwaukee

Dear Committee Members: Re: Common Council File Number 040712

Job evaluation studies of the following positions were approved by the City Service Commission on September 28, 2004:

In the Milwaukee Public Library, an additional 2% pay step was added for Librarian II, III and IV and footnotes allowing recruitment above the minimum were added for Librarian I and III. The study of positions in the Library was required by a provision in the 2001-2002 agreement between the City of Milwaukee and District Council 48, AFSCME, AFL-CIO.

In the Common Council-City Clerk, Legislative Reference Bureau, pay range changes were approved for three non-represented librarians (one position of Librarian III and two positions of Librarian II) to correspond to the changes recommended in the above study of represented librarian positions

The job evaluation reports covering the above positions, including the necessary Salary Ordinance amendments, are attached.

Sincerely,

Maria Monteagudo
Employee Relations Director

MM:pb

Attachments: 2 Job Evaluation Reports
 Fiscal Note

C: Mark Nicolini, Erick Shambarger, Marianne Walsh, Kathleen Huston, Judith Zemke, Ronald Leonhardt, Carolyn Hill Robertson, Barry Zalben, Richard Abelson, John English, Paula Dorsey and James Fields

JOB EVALUATION REPORT

City Service Commission Meeting Date: September 28, 2004

Position Titles:	<u>Librarian I</u>	<u>7 incumbents at level</u>	<u>0 budgeted positions</u>
	<u>Librarian II</u>	<u>14 incumbents at level</u>	<u>23 budgeted positions</u>
	<u>Librarian III</u>	<u>44 incumbents at level</u>	<u>50 budgeted positions</u>
	<u>Librarian IV</u>	<u>1 incumbent at level</u>	<u>2 budgeted positions</u>

Department: Milwaukee Public Library

Current	Recommendation
Librarian I: PR 528 (\$33,442.50-\$38,982.32)	Librarian I: PR 528 (\$33,442.50-\$38,982.32) Recruitment up to the 2 nd step of the pay range
Librarian II: PR 545 (\$37,844.04-\$43,380.48)	Librarian II: PR 544 (\$37,844.04-\$44,248.10)
Librarian III: PR 557 (\$41,195.70-\$46,891.78) Recruitment up to the 3 rd step of the pay range	Librarian III: PR 557 (\$41,195.70-\$47,829.62) Recruitment up to the 4 th step of the pay range
Librarian IV: PR 565 (\$44,331.30-\$50,982.10)	Librarian IV: PR 565 (\$44,331.30-\$52,001.74)

Action Required (See attachment)

Background

The 2001-2002 agreement between the City of Milwaukee and District Council 48 AFSCME included a provision to conduct a classification study of the Librarian I, II, III, and IV classifications within the Milwaukee Public Library.

This study included a review of the general nature of the work for each Librarian classification in terms of duties and responsibilities. Also considered was a comparison of the level of responsibility associated with each Librarian level in terms of skill, effort, responsibility, and working conditions. In addition to this internal review, external comparisons were made to public sector library systems in the Midwest including Wisconsin. Comparisons included positions with a high degree of job match to Milwaukee Public Library classifications in terms of duties, responsibilities and level of work. National salary survey data from the American Library Association was also included in the study.

Discussions were held with Paula Kiely, Manager of Central Library Services and Judith Zemke, Personnel Officer concerning recruitment and retention issues with the Librarian I, II, III, and IV positions. These discussions revealed current difficulty in attracting external candidates for positions at the level of Librarian III. The '01-'02 contract included a provision authorizing recruitment up to the 3rd pay step for individuals in the Librarian III classification as a measure to address this challenge.

Position Duties, Responsibilities, and Requirements

Librarian I—Standard Job Description

Duties and Responsibilities:

Under immediate supervision performs basic bibliographic, reference, reader advisory and program work with an increasing acceptance of responsibility.

Education and Experience

- Masters degree in Library Science (MLS) or equivalent degree from a graduate library school

Librarian II—Standard Job Description

Duties and Responsibilities:

Under supervision that ranges from direct to general, performs bibliographic, reference, and reader advisory work of more than average difficulty and responsibility, and develops 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.

Education and Experience

- Masters degree in Library Science or equivalent degree from a graduate library school
- Two years of successful post MLS librarian experience comparable to experience with the Milwaukee Public Library

Librarian III—Standard Job Description

Duties and Responsibilities:

Under general supervision 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 that 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 sees 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 or mobile services.

Education and Experience

- Masters degree in Library Science or equivalent degree from a graduate library school
- Five years of professional librarian experience, at least two of which must be at a level comparable to that of a Librarian II with the Milwaukee Public Library

Librarian IV—2 positions

Duties and Responsibilities, Science, Business & Technology Unit

Assists the Coordinator of Science, Business, and Technology and assumes the responsibility of the Coordinator in that person's absence; supervises the delivery of public service in the unit including training, supervising, and assisting in evaluating staff assigned to the subject room desk; organizes and develops the reference collection in the subject room; oversees displays in

the subject room. Serves as Librarian-In-Charge of the Central Library as assigned. Provides reference assistance and represents the Library in the community.

Duties and Responsibilities, Art, Music & Recreation Unit

Reports to the Coordinator of Art, Music, and Recreation (AMR), functions as supervisor of the Information Unit, that includes Ready Reference, Information, Media, Wisconsin Avenue, and Young Adult desks—all points of initial public contact. Responsible for quality of services provided at these desks as well as development and maintenance of their respective collections and associated technology. Supervises and trains staff. Assists the Coordinator of AMR and may assume responsibilities of coordinator in that person's absence. Serves as Librarian-In-Charge of Central Library as assigned. Provides reference service at desks supervised and represents the Library in the community.

Education and Experience—both positions

- Masters degree in Library Science or equivalent degree from a graduate library school, coursework in cataloging is required
- Five years of professional librarian experience, at least two of which must be at a level comparable to that of a Librarian II with Milwaukee Public Library

External Comparison of Librarian Classifications

Job descriptions and pay ranges for Milwaukee Public Library positions were compared to job descriptions and pay ranges of other public sector library systems in the Midwest including Wisconsin. Salary data from the American Library Association was also considered.

Job descriptions from other library systems were evaluated for the degree of comparability to Milwaukee Public Library positions in terms of duties, responsibilities and minimum requirements. Other criteria considered included the direct circulation of the Library System, number of employees working in an individual job classification, number of employees in the Library System, representation status of the positions, and relevant pay practices of the library system.

Pay range data from four or more comparable sources were averaged for each job classification. The comparisons included only 2002 salaries and cost-of-living adjustments were made for geographical regions. Not all job descriptions received were used in the analysis, as they were not comparable to City of Milwaukee classifications.

Analysis

The classification of Librarian I performs basic entry-level bibliographic, reference, readers advisory and program work. All job responsibilities are overseen with close supervision and the incumbents receive extensive training. Incumbents with only an MLS serve in this underfill capacity for two years prior to being eligible for promotion to the classification of Librarian II. Because of this two-year underfill, the top three steps of the pay range are used infrequently. Incumbents with job-related experience in addition to the required MLS underfill for a shorter period of time. Comparisons from public sector library systems in the Midwest and the American Public Library Association indicate that the starting salary for Librarian I is competitive with other comparable positions.

The classification of Librarian II performs librarian work of more than average difficulty and responsibility. Over time, the incumbents develop broad experience in terms of service knowledge and special subject expertise. These positions design programs for the public as opposed to just implementing programs, and have more accountability for acquisitions operations and materials budgets. Employees at this level have completed initial training, have less supervision, more responsibility and become more independent with time. Comparisons from public sector library systems in the Midwest including Wisconsin indicate that the top pay step for Librarian II is below the average for comparable positions.

The classification of Librarian III performs the most complex and responsible level of librarian work. These positions represent the Milwaukee Public Library in the community and initiate programs for the community. A high level of interpersonal skills, customer services skills, initiative, accountability and creative thinking is required. The classification requires thorough knowledge of and ability to use library programs and resources; and must be able to manage multiple materials budgets. These positions train, oversee, and evaluate the work of others. Librarian III represents a level of full professional Librarian. Comparisons from public sector library systems in the Midwest and salary data from the American Librarian Association indicate that the top step for Librarian III is below the average for comparable positions.

The classification of Librarian IV functions as the principal assistant to a Librarian V (Salary Grade 009) such as the Coordinator of Science, Business and Technology. The Librarian IV assumes the responsibilities of the Coordinator in that person's absence. The duties and responsibilities of a Librarian IV encompass those listed above for a Librarian III. In addition the classification develops a major subject area of the library (such as an area of the Science, Business, and Technology Unit), represents the Milwaukee Public Library in the community by developing and maintaining relationships with local organizations and groups, and serves as Librarian-In-Charge of the Central Library as scheduled. Comparisons from public sector library systems in the Midwest indicate that the top step for Librarian IV is below the average for comparable positions.

Recommendations

No change in pay range is recommended for the classification of Librarian I because the starting rate is competitive with comparable public sector library systems and inline with salary data from the American Library Association. Recruitment up to the 2nd step is recommended to assist in recruiting candidates with job-related experience in addition to the required Masters Degree in Library Science.

An additional step of 2% at the top of the range is recommended for the classifications of Librarian II, III, and IV. These increases take into consideration the level of work and requirements for each of the classifications. The additional step for the classifications of Librarian III and IV maintains incentive for employees to take on positions with higher-level work by providing sufficient differentiation between the pay ranges. These increases are supported by salary data from the American Library Association and comparisons to comparable public sector libraries in the Midwest.

There is currently a footnote for the classification of Librarian III that allows recruitment up to the 3rd step. In line with the recommendation to add an additional step to the pay range, we recommend changing the current footnote to allow recruitment up to the 4th step.

The current and recommended pay ranges are listed below:

Librarian I, PR 528*	Step 1	Step 2	Step 3	Step 4	Step 5
Current	\$33,442.50	\$35,565.66	\$36,540.66	\$37,586.64	\$38,982.32
Recommended	\$33,442.50	\$35,565.66	\$36,540.66	\$37,586.64	\$38,982.32

*Allow recruitment up to the 2nd step.

Librarian II, PR 545	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Current	\$37,844.04	\$39,013.52	\$40,291.16	\$41,668.12	\$43,380.48	
Recommended (PR 544)	\$37,844.04	\$39,013.52	\$40,291.16	\$41,668.12	\$43,380.48	\$44,248.10

Librarian III, PR 557*	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Current	\$41,195.70	\$42,592.68	\$43,855.76	\$45,220.76	\$46,891.78	
Recommended	\$41,195.70	\$42,592.68	\$43,855.76	\$45,220.76	\$46,891.78	\$47,829.62

*Allow recruitment up to the 4th step (currently the footnote allows recruitment up to the 3rd step.)

Librarian IV, PR 565	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Current	\$44,331.30	\$45,696.30	\$47,062.60	\$48,867.78	\$50,982.10	
Recommended	\$44,331.30	\$45,696.30	\$47,062.60	\$48,867.78	\$50,982.10	\$52,001.74

Prepared By:


 Andrea Knickerbocker, Human Resources Manager

Reviewed By:


 Maria Monteagudo, Employee Relations Director

Attachment: Salary Ordinance Amendments

Salary Ordinance Amendments:

Under Pay Range 528, add the footnote designation "1" following the title "Librarian I" and add the following footnote: "1/ Recruitment may be up to the second step of the pay range."

Create a new Pay Range 544 as follows:

	Pay Range 544					
Official Rate-Biweekly						
	1,455.54	1,500.52	1,549.66	1,602.62	1,668.48	1,701.85
Librarian II						

Under Pay Range 545, delete the title "Librarian II."

Delete Pay Range 557 in its entirety and recreate it as follows:

	Pay Range 557					
Official Rate-Biweekly						
	1,584.45	1,638.18	1,686.76	1,739.26	1,803.53	1,839.60
Librarian III <u>1</u> /						

1/ Recruitment may be up to the fourth step of the pay range.

Delete Pay Range Pay Range 565 in its entirety and recreate it as follows:

	Pay Range 565					
Official Rate-Biweekly						
	1,705.05	1,757.55	1,810.10	1,879.53	1,960.85	2,000.07
Librarian IV						

JOB EVALUATION REPORT

City Service Commission Meeting Date: September 28, 2004

Position Titles: Librarian II 2 incumbents at level 2 budgeted positions
Librarian III 1 incumbent at level 1 budgeted position

Department: Common Council-City Clerk/Legislative Reference Bureau

Current	Recommendation
Librarian II: PR 545 (\$37,844.04-\$43,380.48)	Librarian II: PR 544 (\$37,844.04-\$44,248.10)
Librarian III: PR 557 (\$41,195.70-\$46,891.78) Recruitment up to the 3 rd step of the pay range	Librarian III: PR 557 (\$41,195.70-\$47,829.62) Recruitment up to the 4 th step of the pay range

Action Required (changes addressed in DC 48 Librarian job evaluation report)

Background

The 2001-2002 agreement between the City of Milwaukee and District Council 48 AFSCME included a provision to conduct a classification study of the Librarian I, II, III, and IV classifications within the Milwaukee Public Library. Recommendations for these classifications have been prepared in a separate report.

This study for positions in the Milwaukee Public Library included a review of the general nature of the work for each Librarian classification in terms of duties and responsibilities. Also considered was a comparison of the level of responsibility associated with each Librarian level in terms of skill, effort, responsibility, and working conditions. In addition to this internal review, external comparisons were made to public sector library systems in the Midwest including Wisconsin. Comparisons included positions with a high degree of job match to Milwaukee Public Library classifications in terms of duties, responsibilities and level of work. National salary survey data from the American Library Association was also included in the study.

In the City service, there are three additional non-represented Librarian positions in the Legislative Reference Section (LRB) of the Common Council City Clerks Office. These include two positions at the level of Librarian II and one position at the level of Librarian III.

The duties as well as level of responsibility for the LRB Librarian II are comparable to positions of the same title in the Milwaukee Public Library. The duties and level of responsibility for the LRB Librarian III has historically been comparable to positions in the Milwaukee Public Library. It is important to note that there is a classification study in progress for the LRB Librarian III at the request of the City Clerk Ron Leonhardt. However, because the LRB Librarian III has historically been comparable to Milwaukee Public Library positions, it is our recommendation to implement changes to rates of pay for the LRB Librarian II and III at the same time as those of the District Council 48 AFSCME positions.

An additional step of 2% at the top of the range is recommended for the classifications of Librarian II and III. These increases take into consideration the level of work and requirements for each of the classifications. The additional step for the classification of Librarian III maintains incentive for employees to take on positions with higher-level work by providing sufficient differentiation between the pay ranges. These increases are supported by salary data from the American Library Association and comparisons to comparable public sector libraries in the Midwest.

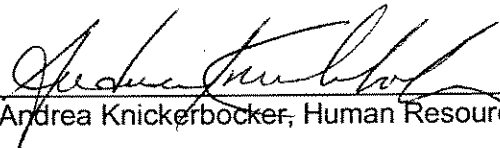
The current and recommended pay ranges are listed below:

Librarian II, PR 545	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Current	\$37,844.04	\$39,013.52	\$40,291.16	\$41,668.12	\$43,380.48	
Recommended (PR 544)	\$37,844.04	\$39,013.52	\$40,291.16	\$41,668.12	\$43,380.48	\$44,248.10

Librarian III, PR 557*	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Current	\$41,195.70	\$42,592.68	\$43,855.76	\$45,220.76	\$46,891.78	
Recommended	\$41,195.70	\$42,592.68	\$43,855.76	\$45,220.76	\$46,891.78	\$47,829.62

*Allow recruitment up to the 4th step (currently the footnote allows recruitment up to the 3rd step.)

Prepared By:


 Andrea Knickerbocker, Human Resources Manager

Reviewed By:


 Maria Monteagudo, Employee Relations Director

CITY OF MILWAUKEE FISCAL NOTE

A) Date: September 29, 2004

File Number: 040712
Orig Fiscal Note Substitute

Subject: Job Evaluation studies of Librarian positions in the Milwaukee Public Library and City Clerk/Legislative Reference Bureau approved by the Service Commission on September 28, 2004

B) Submitted By (name/title/dept/ext.): Timothy Keeley, Human Resources Representative/Dept. of Employee Relations/X8154

C) Check One: <input checked="" type="checkbox"/> Adoption of this file authorizes expenditures <input type="checkbox"/> Adoption of this file does not authorize expenditures; further Common Council action needed. List anticipated costs in Section G below. <input type="checkbox"/> Not applicable / no fiscal impact.
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D) Charge to: <input checked="" type="checkbox"/> Departmental Account (DA) <input type="checkbox"/> Contingent Fund (CF) <input type="checkbox"/> Capital Projects Fund (CPF) <input type="checkbox"/> Special Purpose Accounts (SPA) <input type="checkbox"/> Perm. Improvement Funds (PIF) <input type="checkbox"/> Grant & Aid Accounts (G & AA) <input type="checkbox"/> Other (Specify)
--

E) Purpose	Specify Type/Use	Account	Expenditure	Revenue	Savings
Salaries/Wages:	<i>Study of Librarian I-IV positions in the Library and Librarian II & III positions in the Legislative Reference Bureau.</i> <i>(See attached spreadsheet for details)</i>		<i>(See attached spreadsheet)</i>		
Supplies:					
Materials:					
New Equip:					
Equip Repair:					
Rollups (.2045):					
Totals					

F) 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**.

<input type="checkbox"/> 1-3 Years	<input type="checkbox"/> 3-5 Years	
<input type="checkbox"/> 1-3 Years	<input type="checkbox"/> 3-5 Years	
<input type="checkbox"/> 1-3 Years	<input type="checkbox"/> 3-5 Years	

G) List any anticipated future costs this project will require for completion:
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H) Computations used in arriving at fiscal estimate: <i>(See attached spreadsheet for details)</i>

Please list any comments on reverse side or attachment and check here *(See attached)*

Department of Employee Relations
 Fiscal Note Spreadsheet
 Date of Finance & Personnel Committee Meeting: October 6, 2004
 Date of City Service Commission Meeting: September 28, 2004

NEW COST FOR 2004*

No. Pos.	Dept	From	PR/SG	To	PR/SG	Present Annual	New Annual	New Cost	Rollup	Total Rollup+Sal
0	Library	Librarian I	528	Librarian I*	528	various	various	\$0	\$0	\$0
23	Library	Librarian II	545	Librarian II**	544	various	various	\$400	\$82	\$482
50	Library	Librarian III	557	Librarian III***	557	various	various	\$3,787	\$775	\$4,562
2	Library	Librarian IV	565	Librarian IV****	565	various	various	\$118	\$24	\$142
2	Common Council-City Clerk	Librarian II	545	Librarian II	545	\$43,380	\$44,248	\$100	\$20	\$121
1	Common Council-City Clerk	Librarian III	557	Librarian III	557	\$46,892	\$47,830	\$72	\$15	\$87
78								\$4,478	\$916	\$5,393

*This is the underfill level for Librarian II. No changes to PR 528, however footnote added that authorizes recruitment up to the second step of the range.
 **There are 23 budgeted positions. Cost estimate is based on 14 positions which are currently filled.
 ***There are 50 budgeted positions. Cost estimate is based on 45 positions which are currently filled. Footnote changed to authorize recruitment up to the fourth step instead of third.
 ****There are 2 budgeted positions. Cost estimate is based on 1 position which is currently filled

PROJECTED NEW COST FOR FULL YEAR

No. Pos.	Dept	From	PR/SG	To	PR/SG	Present Annual	New Annual	New Cost	Rollup	Total Rollup+Sal
0	Library	Librarian I	528	Librarian I*	528	various	various	\$0	\$0	\$0
23	Library	Librarian II	545	Librarian II**	544	various	various	\$4,338	\$887	\$5,225
50	Library	Librarian III	557	Librarian III***	557	various	various	\$31,669	\$6,476	\$38,145
2	Library	Librarian IV	565	Librarian IV****	565	various	various	\$1,020	\$209	\$1,228
2	Common Council-City Clerk	Librarian II	545	Librarian II	545	\$43,380	\$44,248	\$868	\$177	\$1,045
1	Common Council-City Clerk	Librarian III	557	Librarian III	557	\$46,892	\$47,830	\$938	\$192	\$1,130
78								\$38,832	\$7,941	\$46,773

*This is the underfill level for Librarian II. No changes to PR 528, however footnote added that authorizes recruitment up to the second step of the range.
 **There are 23 budgeted positions. Cost estimate is based on 14 positions which are currently filled.
 ***There are 50 budgeted positions. Cost estimate is based on 45 positions which are currently filled. Footnote changed to authorize recruitment up to the fourth step instead of third.
 ****There are 2 budgeted positions. Cost estimate is based on 1 position which is currently filled

Assumes an effective date of Pay Period 24, 2004 (November 7, 2004)
 Totals may not be to exact dollar due to rounding.