



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Troy M. Hamblin
Labor Negotiator

February 15, 2012

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

Dear Committee Members:

Re: Common Council File Number 111410

The following classification and pay recommendations were approved by the City Service Commission on **February 7, 2012**.

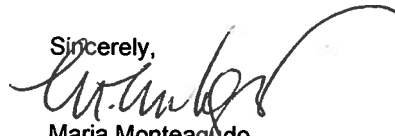
In the Library,

One vacant position of Mail Processor, Pay Range 6F was recommended for reclassification to Library Technician II, Pay Range 6E.

One vacant position of Library Technician IV, Pay Range 5F was recommended for reclassification to Administrative Specialist – Senior, Pay Range 2EX.

The job evaluation report covering the above positions, including the necessary Salary and Positions Ordinance amendments, is attached.

Sincerely,



Maria Monteagudo
Employee Relations Director

MM:fcw

Attachments: Job Evaluation Report
Fiscal Note

C: Mark Nicolini, James Carroll, Troy Hamblin, Nicole Fleck, Paula Kiely, Consuelo Hernandez, Julie Markowski, Bruce Gay, Richard Abelson, John English, Kenneth Wischer, Bill Mollenhauer, Daniel Panowitz, and Calvin Lee (DC 48)

JOB EVALUATION REPORT

City Service Commission Meeting Date: February 7, 2012

This report recommends appropriate classifications and compensation levels for various positions created or changed in conjunction with the implementation of the 2012 City of Milwaukee budget. This report contains recommendations for positions in the Library.

In reviewing these positions, staff analyzed new job descriptions and held discussions with management representatives from affected departments. The following chart summarizes the recommended changes.

LIBRARY

Current	Request	Recommendation
Mail Processor PR 6F (\$29,781 - \$37,464) Vacant Position	Library Technician II PR 6E (\$29,780 - \$35,041)	Library Technician II PR 6E (\$29,780 - \$35,041)
Library Technician IV PR 5F (\$39,523 - \$47,065) Recruitment is at \$41,495 Vacant Position	Administrative Specialist – Senior PR 2EX (\$44,194 - \$61,871)	Administrative Specialist – Senior PR 2EX (\$44,194 - \$61,871)

Library

Current:	Mail Processor	PR 6F
Request:	Library Technician II	PR 6E
Recommended:	Library Technician II	PR 6E

The Library Technician II is part of a team that is responsible for ordering materials for Central Library and Extension agency collections from a variety of vendors, and for various aspects of payment, receipt of shipments, check-in, processing, and database maintenance. This position is also responsible for processing invoices for payment, routing materials for selection and cataloging, and the physical processing of duplicate monographic items, interoffice mail, and mail from the United States Postal Service (USPS) and United Parcel Service (UPS) mail services. Specific duties and responsibilities include the following:

- 25% Database Maintenance – Serials Holdings
- 25% Ordering and Receiving
- 15% Database Maintenance – Monographic Items
- 10% Invoice Processing and Account Maintenance
- 10% Physical Processing and Bindery Prep

10% Mail Service

5% Miscellaneous Duties

The Library wishes to downgrade this vacant position of Mail Processor in Pay Range 6F to a Library Technician II in Pay Range 6E to allow for broader, more general duties and responsibilities related to both serials and acquisitions. This reclassification will also provide a savings to the department in the 2012 budget. The duties listed above are consistent with the work for other Library Technician II positions and we recommend the position be classified as Library Technician II in Pay Range 6E.

Current:	Library Technician IV	PR 5F
Request:	Administrative Specialist - Senior	PR 2EX
Recommended:	Administrative Specialist - Senior	PR 2EX

The Administrative Specialist - Senior will be responsible for directing technical processes concerned with collection development and the firm-order and continuations purchase of books, serials, and other library materials; managing the direction, control and planning for administrative support activities necessary for orderly acquisition of new materials for the library's collections; managing the library's materials budget and providing regular reports of expenditures and encumbrances; and serving as the general supervisor for the administrative support staff assigned to the Acquisitions and Serials Sections. Specific duties and responsibilities include the following:

- 50% Acquisitions and Serials Section Management – responsible for the organization and functioning of the Acquisitions and Serials Section from policy-making to supervision of the Library Technician IV and other administrative support staff who order and receive library materials
- 25% Acquisition of Materials – supervises, directs, and coordinates the selection of library materials acquired through direct and automatic order programs.
- 20% Materials Funds Control – supervises budgeting and expenditure of all funds for library materials including city funds, endowment funds, gifts, grants, and Library Foundation funds.
- 5% Miscellaneous – includes communications, reports, articles and serving on teams and committees.

As part of the 2012 budget the Library merged the Acquisitions and Serials Sections and assigned several Library Technicians specifically to this area. The department wishes to have this vacant position reclassified to Administrative Specialist – Senior in Pay Range 2EX to serve as a supervisory position over this new Section. The position would be located in the Technical Services Bureau and would report to the Library Technical Services Manager.

A comparison to other Administrative Specialist – Senior positions in the City indicates that the duties and responsibilities of this position would be at a similar level. Generally, Administrative Specialist – Senior positions function as an office manager, supervise an administrative staff, and have responsibility for providing support in the areas of budgeting, accounting, personnel, procurement and/or payroll. Some positions may work more independently and provide support to a higher level manager.

The duties and responsibilities of the position under study are at a similar level as the position will function as an office manager for the Acquisitions and Serials Section, supervise a staff of nine, and oversee the budgeting and expenditure of funds for library materials. Other Administrative Specialist – Senior positions in the Library include a position in the Circulation Bureau; and positions each in the Business Section and the Communications and Marketing Section in the Administrative Bureau. We therefore recommend that the vacant position of Library Technician IV in Pay Range 5F be reclassified to Administrative Specialist – Senior in Pay Range 2EX.

Prepared by: *Sarah Trotter*
Sarah Trotter, Human Resources Representative

Reviewed by: *Andrea Knickerbocker*
Andrea Knickerbocker, Human Resources Manager

Reviewed by: *Maria Monteagudo*
Maria Monteagudo, Employee Relations Director