

**JOB EVALUATION REPORT**

City Service Commission Meeting Date: September 23, 2003

Incumbent: Eleven new temporary positions Department: Library

Present	Request
Title: a) Five new temporary positions to perform public service clerical duties. b) Six new temporary positions to perform limited librarian duties.	Title: a) Temporary Circulation Clerk b) Temporary Reference Specialist
Pay Range: NA	Salary: a) Pay Range 925 (\$9.07/hour) b) Pay Range 944 (\$12.00/hour)
Step: NA	Source: a & b) Department
<p><b>Recommendation:</b></p> <p>Title : a) Temporary Circulation Clerk                      b) Temporary Reference Specialist</p> <p>Salary: a) Pay Range 925 (\$9.07 per hour)                      b) Pay Range 944 (\$12.00 per hour)</p>	
<p><b>Rationale:</b> The above classifications are recommended for eleven new temporary positions to be located at the Villard Avenue Library from October 1, 2003 through the end of Pay Period 26, 2003 (December 20, 2003). It should be noted that the estimated number of positions performing public service clerical duties was three and the number of positions performing limited librarian duties was four. We have increased these numbers to five and six to give the Library maximum flexibility in filling these positions. It is estimated that the employees in these positions will work 20 – 40 hours per week.</p>	
<p><b>History of Position:</b> These are new temporary positions</p>	

**Action Required:**

No action necessary (*Salary Ordinance amendments have been submitted to the Common Council contingent upon approval of these classifications by the City Service Commission.*)

**Background:**

On September 17, 2003, the Common Council Committee on Finance and Personnel approved a resolution providing funding (not to exceed \$35,000) for the purpose of staffing the Villard Avenue Library from October 1 through December 20, 2003. The Library is presently scheduled to close on October 1, 2003 but with these funds it is hoped that the Library will remain open until December 20, 2003. To achieve this goal the resolution states that the City should recruit recently retired library personnel for nonbenefit temporary positions. This issue has been discussed with the Union and a memorandum of understanding has been prepared for signature. Discussions were held with Judith Zemke, Library Personnel Officer.

## **Duties and Responsibilities:**

### **a. Temporary Circulation Clerk**

The basic function of the Temporary Circulation Clerk is to perform basic public service clerical duties related to the circulation of library materials. The duties and responsibilities are as follows:

- 40% Sort and verify books and other materials for return to shelves or to other agencies. Shelf material from the return desk, book drops and room use. Shift and straighten library materials as required.
- 35% Charge and discharge books and other materials on computer terminals. Collect charges on overdue, lost or damaged materials. Refund cash for found materials.
- 15% Assist applicants in registering for library cards and reporting lost cards. Verify registration information before entering registration data using the computer. Issue library cards to borrowers.
- 5% Miscellaneous duties that may include assisting in opening and/or closing procedures, assisting when necessary in maintaining appropriate behavior by the public in the library, sorting deliveries and mail, creating charges for fines on the computer, handling cash and preparing cash reports.
- 5% Performs other duties as assigned.

### **b. Temporary Reference Specialist**

The basic function of the Temporary Reference Specialist is to perform basic reference and reader advisory services. The duties and responsibilities are as follows:

- 65% Reference: assist 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, electronic databases, the Internet, microform and other indexes, bibliographies, reference tools, and microcomputers. Assist the public in general computer use. Conduct appropriate reference interviews, perform ready reference and general reference services.
- 20% Reader's Advisory: Provide readers advisory service to adults and youth using appropriate reference tools and personal and professional knowledge of readers, collections, genres, popular and newsworthy titles. Conduct interviews to determine reading interests to facilitate appropriate recommendations.
- 15% Miscellaneous: May serve as librarian-in-charge in the absence of the manager, oversee clerical routines including registration of borrowers, handling of overdue notices and reserves, charging, discharging, shelving books, and maintaining circulation records and perform other related duties as assigned.

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**Analysis:**

The purpose of creating these new temporary positions is to provide clerical and library services to keep Villard Library open from October 1, 2003 through December 20, 2003. The title of "Temporary Circulation Clerk" is appropriate since it clearly states that the position is temporary in nature and is consistent with the basic function of performing public service clerical duties related to the circulation of library materials. Pay Range 925 is also appropriate since it is in Section 23 of the Salary Ordinance which is for hourly, part time, intermittent and miscellaneous personnel. The rate of pay of \$9.07 per hour is higher than the rate of pay for the student position of Library Circulation Aide (\$6.49-\$7.92 per hour) but is lower than the rate of pay for Library Circulation Assistant I (\$11.10-\$14.10 per hour). It is understood that the duties will be limited in nature and will be reflected in the lower rate of \$9.07 per hour.

The title of Temporary Reference Specialist is also appropriate since it also clearly states that the position is temporary and reflects the primary duty of providing reference services. Pay Range 944 is also appropriate since it is also located in Section 23 of the Salary Ordinance. The rate of pay of \$12.00 per hour reflects the more limited librarian duties that will be performed by these positions.

**Recommendation:**

Based on the above we recommend five new temporary positions be classified as "Temporary Circulation Clerk" in Pay Range 925 and six new temporary positions be classified as "Temporary Reference Specialist" in Pay Range 944.

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Florence Dukes, Employee Relations Director