



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Deborah Ford
Labor Negotiator

September 12, 2014

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

Dear Committee Members: Re: Common Council File Number **140562**

The following classification and pay recommendations were approved by the City Service Commission on **September 9, 2014**.

In the Library, one position of Library Technical Services Manager, PR 1IX was recommended for reclassification to Assistant Director – Library Information Technology and Technical Services, PR 1IX.

The job evaluation reports 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, Dennis Yaccarino, Deborah Ford, Nicole Fleck, Paula Kiely, Joan Johnson and Consuelo Hernandez



JOB EVALUATION REPORT

City Service Commission Meeting Date: September 9, 2014

LIBRARY

Current	Request	Recommendation
Library Technical Services Manager PR 11X (\$75,478 - \$105,669)	Assistant Director – Information Technology and Technical Services PR 11X (\$75,478 - \$105,669)	Assistant Director – Library Information Technology and Technical Services PR 11X (\$75,478 - \$105,669)

Action Required

In the Salary Ordinance, under Pay Range 11X, delete the title “Library Technical Services Manager” and add the title “Assistant Director – Library Information Technology and Technical Services”.

In the Positions Ordinance, under Library, Technical Services Bureau, delete one position of “Library Technical Services Manager” and add one position of “Assistant Director – Library Information Technology and Technical Services”.

Background

The Library has requested a title change for the recently vacant position of Library Technical Services Manager in Pay Range 11X (\$75,478 - \$105,669). The Department has reviewed the duties of the position and is requesting this title change to better reflect the scope of responsibilities. Discussions were held with Paula Kiely, Milwaukee Public Library Director.

The basic function of the position is to work closely with the Library Director in planning and executing Library strategy and be responsible for the overall operations and improvements of the back-of-the-house Library unit, including the Technical Services Unit, Information Technology, Collection Development, Materials Processing, and Public Computer Training. This position also plans, develops and implements relevant strategies for the efficient and cost-effective operation of:

- Selection, acquisition and processing of Library materials in all formats
- Computer and network operations services
- Evaluation and guidance of the Library’s physical, electronic, and digital collections
- Public electronic training

The position also provides high level leadership and takes command of the Library system in the absence of the Library Director and Deputy Director.

Analysis & Recommendation

The Department indicated that in the past they had two positions with the titles of Deputy Director and Assistant Director which clearly described their roles as second and third in

command within the organization. The Department wishes to have titles that reflect this administrative structure again. The Department currently has a Deputy Director and would like to have an Assistant Director by changing the title of the position under study. As this position serves as third in command and is responsible for all Information Technology and Technical Services the requested title of "Assistant Director – Information Technology and Technical Services" is appropriate. We recommend adding the word "Library" to the title for clarification.

We therefore recommend the title of this position be changed from "Library Technical Services Manager" in Pay Range 1IX to "Assistant Director – Library Information Technology and Technical Services" in Pay Range 1IX.

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