

# County of Santa Clara

## Employee Services Agency

Department of Human Resources



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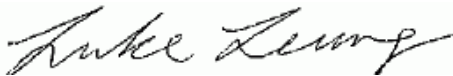
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Submitted by: Joanne Cox  
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DATE: May 19, 2009

TO: Board of Supervisors

FROM:   
Luke Leung  
Deputy County Executive

SUBJECT: Approve New Classification Specification for Circulation Systems Supervisor, Create New Footnote for One Librarian II Position and Adopt Related Salary Ordinance Amendment.

### **RECOMMENDED ACTION**

Consider recommendations from Employee Services Agency relating to the County Library.

Possible action:

- a. Approve new job specification for the classification of Circulation Systems Supervisor.
- b. Introduction and preliminary adoption of Salary Ordinance NS-5.09.87 amending Santa Clara County Salary Ordinance NS-5.09 relating to the compensation of employees; deleting one Library Circulation Supervisor position and adding one Circulation

Systems Supervisor position, adding Footnote 187 to the Salary Ordinance which authorizes payment of a lead differential to one Librarian II position and amending the Salary Schedule to add the Circulation Systems Supervisor classification. (Roll Call Vote to waive reading, Roll Call Vote to adopt).

### **FISCAL IMPLICATIONS**

There is no fiscal impact to the General Fund related to this action. The FY 2009 cost to implement this action in County Library (BU 610) is approximately \$296 and will be absorbed within the County Library's approved FY 2009 budget. The annualized cost is approximately \$7,712 and will be included in the County Executive's recommended FY 2010 budget.

### **CONTRACT HISTORY**

Not applicable.

### **REASONS FOR RECOMMENDATION**

There is no existing County classification that accurately describes the duties of the Library Circulation Supervisor position assigned to Library Administration. The proposed Circulation Systems Supervisor classification contains the appropriate typical tasks, employment standards and compensation for this position. The proposed lead differential would appropriately compensate one Librarian II for assigned lead duties and responsibilities.

### **BACKGROUND**

#### **Circulation Systems Supervisor**

The Library Circulation Supervisor (LCS) classification is responsible for supervising the clerical and circulation services at a Community Library. The LCS position at Library Administration was originally a position that was staffed on a rotational basis, providing LCSs in the Community Libraries the opportunity to work at Library Administration's Support Services unit for one year. During the assignment at Library Administration, the LCS's primary duty was to supervise clerical staff and disseminate circulation procedures. However, increased centralization and standardization of circulation functions within the Library system, in addition to organizational restructuring, increased the position's scope of responsibility to include maintenance of the circulation module of the Library's Integrated Library System (ILS).

IN 2003, the Library's ILS was migrated from Dynix to its current system, Horizon. During the migration, the current LCS incumbent at Library Administration was responsible for participating in configuration decisions, system set up, and creating circulation policies and procedures. After the new system was in place, the LCS became responsible for training library staff, including all other LCSs, and contacting vendors to address and resolve configuration problems or issues with the new system. The LCS position at Library Administration evolved from a position staffed with rotating LCSs to one requiring the same incumbent on an ongoing basis. This was because the required specialized knowledge could not be learned and retrained during the annual rotation. The current LCS at Library Administration assumed the ILS-related duties during the last system migration and the rotation was discontinued.

Because no existing County classification adequately describes the specialized duties performed by the LCS at Library Administration, a new job specification has been developed, entitled Circulation Systems Supervisor. The proposed job specification contains the responsibility of serving as the administrator of the ILS circulation and periodical module,

consisting of guiding management staff through decision making on how the ILS system will function on circulation issues. While the proposed classification does not serve as supervisor to LCSs, it does serve as an expert and resource contact to all LCSs in the Community Libraries for ILS circulation issues and Library policies and procedures.

In recognition of the circulation responsibilities for the entire Library system and specialized knowledge of the circulation system, it is appropriate to compensate the recommended Circulation Systems Supervisor classification 5% above the Library Circulation Supervisor classification.

### Lead Differential

Formerly, one Librarian II position in the Technical and Information Services Cataloging Unit at Library Administration reported to a Technical Services Manager, who had expertise in cataloging and directly managed the workflow of the unit. The retirement of the Technical Services Manager and reorganization of the unit resulted in the Librarian II position reporting to a Deputy County Librarian, with no mid-level manager in between. As a result, this position works more independently, with added lead supervision responsibility over cataloging staff. These duties include, but are not limited to: working independently to continually adjust workflow in the cataloging department for maximum efficiency; responding to staff questions regarding cataloging policies and procedures, including complex cataloging questions; developing and updating the Library's cataloging procedures in accordance with national standards, and training cataloging staff on new procedures and professional developments in the cataloging field.

It is recommended to create a footnote to the Salary Ordinance that authorizes a lead differential for one Librarian II position assigned the above duties. The proposed footnote shall read, "One incumbent of the Librarian II classification within the County Librarian Technical and Information Services Cataloging Section, when assigned a full range of lead duties, shall be compensated five (5%) percent above the employee's range and step."

This study is necessary to establish a reorganization in accordance with a Joint Powers Authority (JPA) directive.

County Employees Management Association (CEMA) and SEIU Local 521 concur with these recommendations.

### **CONSEQUENCES OF NEGATIVE ACTION**

The LCS assigned to Library Administration would not be appropriately classified or compensated and there would be no lead differential to compensate one Librarian II position assigned lead duties and responsibilities.

### **STEPS FOLLOWING APPROVAL**

Upon approval and adoption by the Board, the Clerk of the Board is requested to send Keyboard notification to Mary Ann Barrous at Employee Services Agency, Human Resources.

### **ATTACHMENTS**

- Circulation Systems Supervisor class specification
- Salary Ordinance NS-5.09.87