Sacramento Public Library Authority

Agenda Item			
Information/Action	**Board Meeting Date**	**Regular/Executive Meeting**	**Agenda Item No.**
Action	**January 22, 2009**	**Regular**	**6.3**

SUBJECT

Position Control

CONTACT PERSON

Arevik Bagdassari, Director of Human Resources, 264-2997

RECOMMENDED ACTION

APPROVE the deletion of one management position (Community Relations Manager) that will become vacant on March 1, 2009 and addition of one Accounting Specialist position needed to handle accounting functions such as internal controls and cash handling for a net annual savings of $36,000.

APPROVE the deletion of one Library Services Assistant (Collection Management) and replace with Materials Processor to help expedite the processing of materials and ensure that books and materials get to the customers in the shortest time possible. The annual savings is $4,500.

APPROVE the deletion of one half-time Library Services Assistant (Central) and one Library Technician (Central) and replace them with one full-time Circulation Supervisor (Central), in order to realize a net annual savings of $18,840. The circulation department of the Central Library serves as a hub for the system for materials distribution. The need for supervisory oversight is critical in the unit and for the system.

ADOPT Resolution #09-01, A Resolution Adopting A New Position Classification Of Accounting Specialist and Approving the Revised Position Control Schedule
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BACKGROUND

Accounting Specialist

Current development of proper accounting structure, practices and internal controls have disclosed the need for an additional position in the Finance Department to address these important issues. In order to create a new Accounting Specialist position in difficult economic times, staff is proposing to reduce one management position to offset the additional cost and yield some budget savings in the process.

The vacated Community Relations Manager position will be unfunded to create available budget to fund an Accounting Specialist position.

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Over the past several months, the Library has implemented a number of administrative and operational policies in its efforts to ensure that it meets its fiscal and fiduciary responsibilities. Staff has also completed a comprehensive assessment of the work to be done to continue to build the proper accounting and treasury structure, including consideration of all grand jury and Performance Audit recommendations. The clear identification of the pending work load leads staff to the conclusion that one additional position is needed to accomplish the work in a reasonable timeframe. In addition, this position will become an integral part of the team performing structured monthly and annual close processes, implementing cash handling and performing cash audits, and assuming critical account reconciliations on a current basis.

This staff will allow the Finance Director and Senior Accountant to focus on completion of three audits, completion of documentation of accounting and finance systems, and creation of a strong, stable production environment for all of the financial processes.

The Accountant/Budget Analyst is currently focused on supporting the mid-year budget update, initiating the FY 2009/10 budget process and developing accounting desk procedures.

The completion of the Performance Audit and recent completion of the comprehensive Staff Assessment has made it clear that a single position of Accountant/Budget Analyst will not be sufficient to handle the pending work load facing the Finance team. The current team is actively engaged in completing the Staff Assessment list items timely and the team has participated in development of the list. Adding this position will ensure that the team has sufficient resources to keep the work progress on track. The new position will gradually replace an accountant level temporary resources that has been in place for a long duration, focused on bringing account reconciliations current to keep the FY 06/07 and FY 07/08 audit work progressing.

Library Administration and Local 39 will be discussing the scope of duties for this new classification, which description will be brought to the Authority Board for approval at its February 26, 2009 regularly scheduled meeting.

<u>Library Services Assistant to Materials Processor</u>

The position of Materials Processor in the Collection Management Services (CMS) department was created following the recommendations of Jeanne Goodrich and Paula Singer through the comprehensive classification and compensation study completed and implemented in 2006. The position was classified at Grade 1 in the new structure, due to the nature of the work being performed.

At the time of the classification and compensation study, the department was staffed mainly with Library Services Assistants (LSA), at Grade 2 of the new structure. Employees holding positions in the department were not downgraded nor did they suffer any economic loss, but remained classified as LSAs, a classification similar to that of Library Assistant, which existed in the old classification structure.

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Library Administration resolved that pursuant to the recommendations of the consultants and barring any substantial change in responsibilities, any future vacancy occurring in CMS in the LSA classification would be reviewed to see if it could be replaced by the less costly Materials Processor position. A vacancy has recently occurred in CMS due to retirement. After careful consideration of the level of work that needs to be performed as well as concerns over a shrinking budget, Library Administration is recommending that one position of Library Services Assistant be eliminated and replaced by a Materials Processor position.

Circulation Supervisor – Central Library

Recent staff changes at the Central Library, including terminations, transfers and a resignation, have resulted in three half-time Library Services Assistant (LSA) vacancies and a full-time Library Technician I vacancy. This has provided Library Public Services the opportunity to restructure the staff complement for greater operational efficiency and effectiveness.

The Central Library Circulation staff is larger than that of any of the branches for several reasons. It serves as the hub for the system with materials flowing in and through Central filling requests for customers to pick up in all locations. It has five public floors with staff at service points on four of them. It is critical to have a sound supervisory structure in place to provide the support required for the many functions of Central as well as a large staff. The Library Supervisor I (in Circulation) has system-wide responsibilities (Circulation Committee, Circulation Help Line and Contact) as well as management of Central's circulation, the aforementioned hub of the SPL distribution system. Cash handling procedural changes will also significantly add to the responsibilities for the supervisors in Circulation at the Central Library.

The existing position control consists of:
1 Library Supervisor I *(currently filled)*
1 Library Technician I *(This is a classification that was eliminated in the Class and Comp study. The position has been vacant since February 2008 and not currently backfilled)*
10 Full-time LSA *(all currently filled)*
7 Half-time LSA *(3 currently vacant)*

Restructuring Proposal: For optimal efficiency and effective operations, Library administration is recommending that a Circulation Supervisor position be created at Central in place of the Library Technician I position, which is currently vacant. The new position will provide much-needed administrative support for the unit (e.g., cash handling, daily schedules, on-call booking, training and oversight of daily operations) as well as supervision of a large staff.

In consideration of budgetary constraints, no additional funds are required to achieve this restructuring. One half-time LSA will be deleted.

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Proposed position control (funded):
1 Library Supervisor I
1 Circulation Supervisor
10 Full-time LSA
6 Half-time LSA (

FUTURE BOARD ACTIONS

None

FISCAL IMPACT

Accounting Specialist
In conjunction with the deletion of a management position, , the addition of an Accounting Specialist will result in a budget decrease of about $36,000 annually in salaries and benefits.

Library Services Assistant (Grade 2) to Materials Processor (Grade 1)
Deleting one Library Services Assistant and adding one Materials Processor position will result in an ongoing annual budget savings of about $4,500 in salaries and benefits.

Circulation Supervisor – Central Library
The proposed changes will result in a cost savings to the Central Library budget (and therefore the City budget) of approximately $1,570 per month, or $18,840 per year.

POLICY ISSUES

Resolution #08-53 adopted by your Board on September 25, 2008 grants the Authority Board the power to approve all new positions and job classifications.

Approved By	Prepared By
Phil Batchelor Interim Library Director	Arevik Bagdassari Director of Human Resources

ATTACHMENTS
Resolution #09-01, A Resolution Adopting A New Position Classification Of Accounting Specialist and Approving the Revised Position Control Schedule
Exhibit A: Position Control Schedule - Revised

RESOLUTION NO. 09-01

Adopted by the Governing Board of the Sacramento Public Library Authority on the date of:

January 22, 2009

A RESOLUTION ADOPTING A NEW POSITION CLASSIFICATION OF ACCOUNTING SPECIALIST AND APPROVING THE REVISED POSITION CONTROL SCHEDULE

BE IT HEREBY RESOLVED BY THE GOVERNING BOARD OF THE SACRAMENTO PUBLIC LIBRARY AUTHORITY AS FOLLOWS:

That, the Sacramento Public Library Authority Board

1. Adopts the new position classification of Accounting Specialist, with position description to be presented to the Authority Board on February 26, 2009.

2. Approves the revised Position Control Schedule referenced as Exhibit A with a Full Time Equivalent (FTE) staff reduction of 0.5.

_____
Chair, Robbie Waters

ATTEST:

Phil Batchelor, Secretary

By: _____
Brenda Haggard, Assistant Secretary

Exhibit A: Position Control Schedule - Revised

Exhibit A

SACRAMENTO PUBLIC LIBRARY AUTHORITY
POSITION CONTROL REPORT
January 22, 2009

REVISED FY 2008-2009 POSITION CONTROL

	FY 2008/09 Adopted July 24, 2008	FY 2008/09 Proposed January 22, 2009	Change
Accounting Specialist	0	1	1
Administrative Assistant	5	5	
Accountant/Budget Analyst	1	1	
Authority Counsel	1	1	
Building Maintenance Worker	2	2	
Buyer/Contract Coordinator	2	2	
Capital Projects Manager*	1	1	
Central Security Coordinator, Limited Term**	1	1	
Circulation Supervisor	15	16	1
Collection Managment Supervisor	2	2	
Collection Management Services Manager	1	1	
Community Relations Manager*	1	0	-1
Community Services Manager*	1	1	
Custodial Supervisor	1	1	
Custodian	11.75	11.75	
Database Administrator	1	1	
Deputy Library Director - Administrative Services	1	1	
Deputy Library Director - Public Services	1	1	
Director of Facilities	1	1	
Director of Finance	1	1	
Director of Human Resources	1	1	
Director of Marketing	1	1	
Events Coordinator	0.5	0.5	
Events Duty	0	0	
Executive Assistant	1	1	
Facilities Superintendent	1	1	
Field Custodial Supervisor	2	2	
General Services Supervisor	1	1	
General Services Worker	5.5	5.5	
Human Resources Generalist	1	1	
Human Resources Supervisor	1	1	
Information Technology Manager*	1	1	
Information Technology Services Specialist	1	1	
Information Technology Supervisor	2	2	
Information Technology Technician	1	1	
Librarian	58.5	58.5	
Library Associate	2.5	2.5	
Library Director	1	1	
Library Galleria Administrator	1	1	
Library Program Specialist	1	1	
Library Services Assistant	105.5	104	-1.5
Library Services Specialist (Emerg Technologies)	1	1	

Exhibit A

SACRAMENTO PUBLIC LIBRARY AUTHORITY
POSITION CONTROL REPORT
January 22, 2009

	FY 2008/09 Adopted July 24, 2008	FY 2008/09 Proposed January 22, 2009	Change
Library Supervisor I	9	9	
Library Supervisor II	5	5	
Library Supervisor III	20	20	
Library Technician	6	5	-1
Literacy Coordinator	1	1	
Management Analyst	1	1	
Materials Processor	1	2	1
Office Assistant	2	2	
Public Information Coordinator	1	1	
Public Services Manager*	4	4	
Safety Coordinator	1	1	
Security Supervisor	1	1	
Senior Accounts Payable Technician	1	1	
Senior Accountant	1	1	
Senior Human Resources Generalist	1	1	
Senior Information Technology Analyst	2	2	
Senior Information Technology Technician	2	2	
Senior Payroll Technician	1	1	
Technology Assistant	2	2	
Trainer	1	1	
Training Supervisor	1	1	
Visual Communications Supervisor	1	1	
Web Developer	1	1	
Youth Services Manager*	1	1	
	308.25	307.75	-0.5

* Positions footnoted reflect new position titles, position descriptions for these positions will be presented to the Board for review and approval on September 25, 2008.

** Central Security Coordinator is a position proposed as a limited term position, pending recruitment of the Security Supervisor position. Although both positions appear on the Position Control Report for administrative purposes, only one position is funded.