Sacramento Public Library Authority

April 25, 2013 **Agenda Item 14.0: Position Description and Position Control Update**

TO: **Sacramento Public Library Authority Board**

FROM: **Rivkah K. Sass, Library Director**

RE: **Position Description and Control Update**

RECOMMENDED ACTION:

Adopt Resolution 13-16, a resolution approving the library authority's revised FY 2012-13 Position Control listing as presented in Exhibit A and Position Description as set forth in Exhibit B.

REASON FOR RECOMMENDATION

Position Control Revision

Staff recommends the approval of the revised Position Control listing as shown in Exhibit A for FY 2012-13, with the following changes:

- In the final phase of a restructuring of the Collection Services Department that began in 2009, cost savings realized from vacated positions, including a .5 LSA, will be used to create and fund a Library Supervisor II position. The person in this position will plan, organize and supervise the operation of the Collection Development unit within Collection Services. Reorganizing staff in this manner will yield an annual savings of $2,800.

  In 2012 the Collection Services Department moved an IT Supervisor (Grade 10) position to the department to assist in managing the various functions of the Collection Services division; that position is currently occupied.

  The departmental reorganization, which has improved efficiency and service resulted in salary savings, eliminates the need for an existing and unoccupied Library Supervisor III position in Collection Services. By eliminating this position at a savings of $113,548, the restructuring of the department is now complete and resources have been reallocated to most effectively provide efficient work flow.

  By centralizing functions and changing workflow, the turnaround time for new materials has gone from an average of 150 days in 2009 to six (6) days for all materials, two (2) days for new items, and one (1) day for periodicals with the result of getting materials into the hands of library users more quickly.

  If approved, staffing in the Collection Services Department will include, a Manager, an IT Supervisor, two Library Supervisor II positions, coordinating circulation and collection development, and two Library Supervisor I positions who oversee cataloging and acquisitions.

- The position descriptions of the Human Resources Generalist and Sr. Human Resources Generalist have been revised and condensed to one title, Human Resources Analyst, Grade 7 due to functional similarities in duties and responsibilities. The title and description best aligns with other library and public agency human resources positions. Fiscal impact for this action is $6,000, with funds coming from a vacancy.

ATTACHMENT(S)

Exhibit A: Updated FY 2012-13 Position Control Listing
Exhibit B: Position Description, Human Resources Analyst

Sacramento Public Library Authority

RESOLUTION NO. 13-16

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

April 25, 2013

A RESOLUTION APPROVING THE LIBRARY AUTHORITY'S REVISED FY 2012-13 POSITION CONTROL LISTING AS PRESENTED IN EXHIBIT A AND POSITION DESCRIPTION AS SET FORTH IN EXHIBIT B

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

1. The Sacramento Public Library Authority's Revised FY 2012-13 Position Control, as presented in Exhibit A, is approved.

2. The Position Description for Human Resources Analyst, as set forth in Exhibit B, is approved.

_____
Phil Serna, Chair

ATTEST:

Rivkah K. Sass, Secretary

By:_____
Linda J. Beymer, Assistant Secretary

ATTACHMENT(S):
Exhibit A: Revised FY 2012-13 Position Control
Exhibit B: Position Description, Human Resources Analyst

SACRAMENTO PUBLIC LIBRARY AUTHORITY
POSITION CONTROL REPORT
APRIL 25, 2013

PROPOSED FY 2012-13 POSITION CONTROL -April 25, 2013

	FY 2012-13 February 28, 2013	FY 2012-13 Proposed April 25, 2013	
Accounting Specialist	2	2	
Administrative Assistant	2	2	
Administrative Analyst	1	1	
Administrative Technician	1	1	
Accountant/Budget Analyst	1	1	
Building Maintenance Worker	2	2	
Capital Projects Manager	1	1	
Circulation Supervisor	16	16	
Collection Management Services Manager	1	1	
Community Services Manager	1	1	
Custodial and Logistics Supervisor	1	1	
Custodian	10.5	10.5	
Deputy Library Director	1	1	
Director of Facilities	1	1	
Events Coordinator	0.5	0.5	
Field Custodial Supervisor	1	1	
Finance Manager	1	1	
General Services Worker	5.5	5.5	
Human Resources Generalist	1	0	-1.0
Human Resources Analyst	0	2	2.0
Human Resources Manager	1	1	
Human Resources Technician	1	1	
Information Technology Manager	1	1	
Information Technology Supervisor	2	2	
Information Technology Technician	1	1	
Librarian	42.5	41.5	-1.0
Library Associate	3	3	
Library Communications Analyst	1	1	
Library Director	1	1	
Library Program Specialist	1	1	
Library Services Assistant	90.5	90	-0.5
Library Services Specialist**	1	1	
Library Supervisor I	14	14	
Library Supervisor II	9	10	1.0
Library Supervisor III	14	13	-1.0
Library Technician	3	3	
Literacy and Homework Center Supervisor	1	1	
Materials Handler	1	1	
Procurement-Contract Coordinator	1	1	
Public Information Coordinator	1	1	
Public Services Manager	3	3	
Safety/Security Coordinator	1	1	
Senior Accounts Payable Technician	1	1	
Senior HR Generalist	1	0	-1.0
Senior Information Technology Analyst	2	2	
Senior Information Technology Technician	2	2	
Senior Payroll Technician	1	1	
Special Projects and Remodeling Coordinator	1	1	
Technology Assistant	7.5	7.5	
Visual Communications Specialist	1	1	
	261.0	**259.5**	**-1.5**

*FTEs are fulltime equivalent positions, equating parttime positions into fraction of a fulltime position

**Correction Library Services Specialist--1 FTE; previous position control showed 2 FTEs

Sacramento Public Library
POSITION CLASSIFICATION

Human Resources Analyst
Grade: 7
FLSA Status: Non-Exempt
Designation: Unrepresented Confidential

Department: Human Resources
Date: April 2013

Job Summary: Provides professional, analytical, and technical work in support of the Library's Human Resources programs, policies and procedures. Human Resources functional areas may include recruitment and selection, classification and compensation analysis, benefits, administration, employee relations, performance management, workers compensation, HRIS, and training. Performs other related duties as assigned.

Essential Functions:
(Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

1. Administers and coordinates the Library's benefit program including medical, dental, vision, flexible spending accounts, life insurance, retirement, and deferred compensation plans; counsels employees on benefit entitlements;
2. Administers and communicates the federal/state leave programs and Library leave programs/policies; initiates, maintains and tracks all corresponding paperwork;
3. Develops and implements recruitment strategies; manages the recruitment and selection process through job analysis, advertising, interviewing, and testing; conducts orientation for new employees;
4. Conducts classification and compensation studies; collects compiles and analyzes salary and benefit data; organizes and presents information; responds to survey requests; data may be used in labor negotiations;
5. Updates and maintains the Human Resource Information System (HRIS) and retirement system; reviews and processes personnel transactions; identifies errors and deviations and resolves issues;
6. Assists with developing, coordinating and recommending changes for the improvement of workflow in Library programs and projects;
7. Processes workers compensation claims; works with Safety/Security Coordinator for potential safety training issues or patterns of injuries;
8. Works with the HR Manager to resolve complex employee issues on a variety of HR policies, programs or procedures;
9. Ensures compliance with established policies and procedures; conducts regular HR audits;
10. Develops and maintains positive relationships with other staff and members of the public; models expected behaviors;
11. Requires regular and punctual employee presence;
12. Acts as a representative of Sacramento Public Library to the public;
13. Keeps abreast of HR practices and trends by attending workshops and educational programs and reading periodicals and specialized literature; and recommends more efficient practices;
14. Attends meetings and events; participates in various teams when needed; and

15. Performs other related duties as assigned.

SACRAMENTO PUBLIC LIBRARY CORE COMPETENCIES

All employees of Sacramento Public Library are evaluated on the following competences:

- Accountability
- Communication
- Customer Service Focus
- Respect for Others

Required Knowledge, Skills, and Abilities:
The employee is expected to perform or possess the following:

Knowledge of:

1. Sacramento Public Library's policies and procedures;
2. HR practices and principles and the ability to accurately interpret them to staff;
3. Thorough Knowledge of common productivity software including word processing, spreadsheet and file maintenance programs as well as online search and database tools and relevant HRIS systems;

Skills and Abilities:

1. Excellent verbal and written communication skills;
2. Maintain strict confidentiality;
3. Effectively and efficiently organize, track, and maintain personnel records and other relevant documentation;
4. Research, analyze and present complex information;
5. Establish and maintain effective working relationships with other staff and work as a team;
6. Understand the customer's needs and deliver services by focusing on the customer;
7. Take initiative to ensure a positive and successful customer experience by contributing to finding solutions, regardless of assigned responsibility;
8. Respond to customers and address customer complaints/problems in a timely, accurate, courteous, respectful and friendly manner;
9. Possess attention to detail and follow through on tasks effectively and efficiently;
10. Establish priorities and organize workload effectively and efficiently while paying attention to detail and complete assignments under pressure;
11. Maintain a pleasant and productive working atmosphere; and
12. Keep relevant parties informed of all major issues and to recommend changes as appropriate.

Education and Experience:

1. Bachelor's degree; and
2. Three years or more HR experience; or equivalent technical training, education, and/or experience
3. Certification from SHRM, IPMA or other professional human resources organization preferred.

Physical and Environmental Conditions:

Work occurs in a normal office environment with acceptable lighting, temperature and air conditions. Occasional light lifting of materials up to 20 pounds and sitting for extended periods of time viewing a computer monitor and detailed data. Requires repetitive motion in the operation of a computer. May occasionally have to deal with aggressive human behavior.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, libraries, meeting and training rooms, e.g., use of safe work place practices with office equipment, avoidance of trips and falls and observance of fire and building safety regulations.

A valid Class C California driver's license is required at the time of appointment.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

_____ _____

Employee Signature Date