



Sacramento Public Library Authority

February 23, 2011

Agenda Item 11.0: Position Control Update FY 2011-12

TO: Sacramento Public Library Authority Board Members

FROM: Rivkah K. Sass, Library Director
Rita M. Viviano, Interim HR Manager

RE: Position Control Update

RECOMMENDED ACTION(S):

ADOPT Resolution #12-07, A Resolution Approving the Revised Sacramento Public Library Authority Position Control Listing FY 2011-12

REASON FOR RECOMMENDATION

Position Control Reclassifications

Staff recommends the approval of the revised Position Control listing as shown in Exhibit A for FY 2011-12 which reflect the following changes:

- Librarian 0.5 FTE reclassified to Library Services Assistant 1.0 FTE. [The McClatchy](#) Library has continued to increase its attendance and circulation. Staff determined that a full-time Library Services Assistant is needed in order to address the increase in circulation and provide the best possible service for the public. In addition, the Library Supervisor, like many throughout the Sacramento Public Library, will provide quality youth and family programming.

Fiscal Impact: This action results in a net increase of \$14,401 annually and has no impact on total FTEs.

- Collection Management Supervisor 1.0 FTE reclassified to Library Supervisor I 1.0 FTE. As part of the 2010 reorganization of the Collection Services Department, cost savings were realized by eliminating one of the two Collection Services Supervisor positions. During the past year several departmental responsibilities have been reassigned and reallocated as part of an ongoing effort to improve the overall quality of SPL's collection content and availability.

In order to maximize efficiency and ensure quality control, this position bears increased levels of responsibility, including development, coordination and oversight of the workflow of 12 staff, system-wide communication and instruction regarding the collection, service as SPL liaison with several Library vendors, and the direct supervision of four Library Services Assistants, two Library Technicians one Librarian. This increased scope of responsibilities justifies the reclassification of the position, and results in relatively minimal cost to the Library.

Fiscal Impact: This action results in a net increase of \$2,579 annually and has no impact on total FTEs.

ATTACHMENTS

Resolution 12-07, A Resolution Approving the Revised Sacramento Public Library Authority Position Control Listing FY 2011-12

Exhibit A: Position Control Listing FY 2011-12, Revised February 23, 2012



Sacramento Public Library Authority

RESOLUTION NO. 12-07

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

February 23, 2012

A RESOLUTION APPROVING THE REVISED SACRAMENTO PUBLIC LIBRARY AUTHORITY POSITION CONTROL LISTING FY 2011-12

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

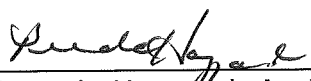
1. The Sacramento Public Library Authority Position Control Listing for FY 2011-12 , Revised February 23, 2012, is approved.



Sophia Scherman, Chair

ATTEST:

Rivkah K. Sass, Secretary

By: 

Brenda Haggard, Assistant Secretary

ATTACHMENTS:

Exhibit A: Position Control Listing FY 2011-12, Revised February 23, 2012

**SACRAMENTO PUBLIC LIBRARY AUTHORITY
POSITION CONTROL REPORT
FEBRUARY 23, 2012**

PROPOSED FY 2011-12 POSITION CONTROL - February 23, 2012

	FY 2011-12 Approved October 27, 2011	FY 2011-12 Proposed February 23, 2012	
Accounting Specialist	2	2	
Administrative Assistant	3	3	
Administrative Technician	2	2	
Accountant/Budget Analyst	1	1	
Building Maintenance Worker	2	2	
Capital Projects Manager	1	1	
Circulation Supervisor	16	16	
Collection Management Supervisor	1	0	-1.0
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	1	
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	43	42.5	-0.5
Library Associate	1	1	
Library Director	1	1	
Library Program Specialist	1	1	
Library Services Assistant	95	95.5	0.5
Library Services Specialist	2	2	
Library Supervisor I	10	11	1.0
Library Supervisor II	9	9	
Library Supervisor III	15	15	
Library Technician	4	4	
Literacy and Homework Center Supervisor	1	1	
Materials Handler	0.5	0.5	
Procurement-Contract Coordinator	1	1	
Public Information Coordinator	1	1	
Public Services Manager	4	4	
Risk Management Supervisor	1	1	
Senior Accounts Payable Technician	1	1	
Senior HR Generalist	1	1	
Senior Information Technology Analyst	2	2	
Senior Information Technology Technician	2	2	
Senior Payroll Technician	1	1	
Special Projects and Remodeling Coordinator	1	1	
Strategic Communications Officer	1	1	
Technology Assistant	3.5	3.5	
Visual Communications Specialist	1	1	
Web Developer	1	1	
TOTAL	262.5	262.5	0.0

* FTEs are full time equivalent positions, equating part time positions into a fraction of a full time position.