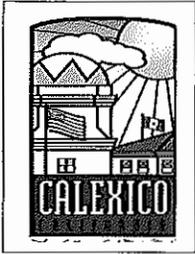


**AGENDA
ITEM**

8



AGENDA STAFF REPORT

DATE: September 2, 2020

TO: Mayor and Council Members

APPROVED BY: Miguel Figueroa, City Manager

PREPARED BY: Denise Garcia HR/RM Manager

SUBJECT: Approve the Reclassification of One Library Assistant II Employee to a Library Technician Effective Retroactively to July 1, 2020

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Recommendation:

Approve the reclassification of one Library Assistant II employee to a Library Technician effective retroactively to July 1, 2020.

Background:

The employee currently filling the Library Assistant II position submitted a job analysis requesting to be reclassified to a Library Technician. The job analysis is then reviewed by the Human Resources Department, per the City's Reclassification Policy, adopted in 2001. The Policy provides uniform standards for the proper submission, review, documentation of the validity of reclassification procedures and is intended to be consistent with generally accepted professional standards as is necessary to assure the establishment of associated job-related and content-valid selection procedures.

Discussion & Analysis:

CURRENT CLASSIFICATION – Library Assistant II

The Library Assistant II position is a clerical and technical position under the direction of the Library Manager. Employees in this classification are required to have the ability to process and circulate library books and materials as well as provide technical information and assistance to students, teachers, and other patrons concerning the research, selection, location and use of library materials and equipment. Minimal education of a high school diploma and one-year clerical or library experience is required for incumbents in this classification. There is currently one budgeted position in this classification and no vacancies.



PROPOSED RECLASSIFICATION – Library Technician

The Library Technician position leads and participates in a variety of library activities involved in the receipt, processing, circulation and maintenance of library books and materials. Incumbents in this classification are required to provide technical information and assistance to students, teachers, and other patrons concerning the research, selection, location and use of library materials and equipment as well as the ability and knowledge necessary to train and provide work direction and guidance to assigned personnel. They must have the ability to work independently with little direction and receive, inspect, catalog and prepare materials for circulation and introduction into the library materials collection. Graduation from high school and a minimum of two years of library experience is required. There is currently one budgeted position in this classification and one vacancy.

Over a course of eight years, the employee's current responsibilities as Library Assistant II have merged and aligned with the responsibilities for that of a Library Technician. The employee has assumed the role of a Library Technician and has received no compensation for the additional duties in the past twelve months.

In relation to past job performance, a review of past performance evaluations indicates that the employee has had no deficiencies in their role as Library Assistant II and has met or exceeded all performance targets during their employment in that classification.

After reviewing the job analysis, discussion with the department head, and reviewing the employee's personnel file, it is my recommendation that the Library Assistant II employee, be reclassified to the vacant Library Technician position. The City Manager supports, approves and has provided direction, to bring the reclassification request before Council for approval to be accepted and effective retroactively to July 1, 2020.

Fiscal Impact:

No fiscal impact.

Coordinated With:

Library Manager.

Attachments:

1. Library Technician Job Description (proposed).
2. Library Assistant II Job Description (current).
3. Reclassification Policy.



CITY OF CALEXICO

CLASS TITLE: LIBRARY TECHNICIAN

MONTHLY: \$2,391 - \$2,907

RANGE: G-13

BASIC FUNCTION:

Under the direction of the Community Services Director, lead and participate in a variety of library activities involved in the receipt, processing, circulation and maintenance of library books and materials; provide technical information and assistance to students, teachers and other patrons concerning the research, selection, location and use of library materials and equipment; train and provide work direction and guidance to assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Lead and participate in a variety of library activities involved in the receipt, processing, circulation and maintenance of library books and materials; oversee the cataloguing of books and other library materials; assist in assuring library activities comply with established rules, regulations, policies and procedures.

Receive and process library supplies and materials; inspect shipments for damage and conformity to purchase order specifications and packing slips; catalog and prepare materials for circulation and introduction into the library materials collection; prepare barcodes, cards and identification labels; stamp and affix identification and labels to materials.

Serve as a technical resource to students, teachers and other patrons concerning the selection, location and use of library materials and equipment; respond to inquiries and provide technical information and assistance concerning related practices, techniques, policies and procedures.

Train and provide work direction and guidance to assigned personnel; assign staff duties and review work to assure accuracy, completeness and compliance with established standards, practices, policies and procedures; provide input concerning employee evaluations as requested.

Assist patrons in locating and selecting materials from book shelves or with the use of the card catalog or computerized catalog system; maintain the computerized and conventional card catalog; conduct library orientations; assist applicants with various forms and applications.

Oversee and participate in the circulation of library books and materials; check library books and materials in and out to patrons using an assigned computerized system; shelve returned books and materials.

October 2006

Ewing Consulting Services

Maintain computerized library indexes; prepare order cards; maintain, update and circulate various materials such as flyers, brochures, magazines, periodicals, newspapers and audio-visual materials.

Provide training and assistance to patrons concerning the operation of library computers and related peripheral equipment and software applications; explain related practices, procedures and techniques; answer questions, resolve issues and perform demonstrations as necessary.

Compile information and data and prepare and maintain various records and reports related to library books, materials, circulation, patrons and assigned activities; prepare and type purchase orders as directed.

Input and update patron, circulation and various other data in an assigned computer system; establish and maintain automated records and files; initiate queries, develop spreadsheets and generate computerized reports.

Register new patrons; issue library and internet cards to qualified patrons; collect and receive monies for print outs and overdue and damaged books and materials; resolve library patron issues, complaints and conflicts in a proper and timely manner.

Maintain the library and related materials and equipment in a neat and orderly condition; observe and maintain appropriate patron behavior in the library.

Communicate with City personnel, library patrons and various outside agencies to exchange information and resolve issues or concerns; compose and distribute various correspondence such as letters and agenda items as required.

Contact patrons concerning reserved books, library materials, fines, overdue books, special events and programs as needed.

Maintain the library and related materials and equipment in a neat and orderly condition; observe and maintain appropriate patron behavior in the library.

Operate a variety of office and library equipment such as copiers, fax machines, laminators, typewriters, audio-visual equipment, microfilm machines, computers and assigned software; clean equipment as needed.

Participate in annual inventory activities.

Attend and participate in various meetings, committees, workshops, special events and seminars as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Functions, operations and maintenance of municipal libraries.
Library practices, procedures, reference materials, resources and terminology.
Library cataloging and classification including card catalogs and the Dewey Decimal system.
Filing, indexing and inventory procedures.
Record-keeping and report preparation techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Principles of training and providing work directions.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Modern office practices, procedures and equipment.
Basic mathematic calculations.

ABILITY TO:

Lead and participate in a variety of library activities involved in the receipt, processing, circulation and maintenance of library books and materials.
Oversee the cataloguing of books and other library materials.
Provide technical information and assistance to students, teachers and other patrons concerning the research, selection, location and use of library materials and equipment.
Train and provide work direction and guidance to assigned personnel.
Receive, inspect, catalog and prepare materials for circulation and introduction into the library materials collection.
Process and shelve library materials.
Check library materials in and out to patrons.
Operate a variety of office and library equipment including a computer and assigned software.
Maintain files and records and prepare reports.
Type or input data at an acceptable rate of speed.
Work independently with little direction.
Complete work with many interruptions.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years of library experience.

WORKING CONDITIONS:

ENVIRONMENT:

Library environment.
Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Hearing and speaking to exchange information.

Sitting or standing for extended periods of time.

Lifting, carrying, pushing and pulling moderately heavy objects as assigned by the position.

Bending at the waist, kneeling or crouching to shelve and retrieve books.

Reaching overhead, above the shoulders and horizontally.



CITY OF CALEXICO

CLASS TITLE: LIBRARY ASSISTANT II

MONTHLY: \$2,356 - \$2,715

RANGE: G-11

BASIC FUNCTION:

Under the direction of the Community Services Director, perform a variety clerical and technical library duties in the processing, circulation and maintenance of library books and materials; provide technical information and assistance to students, teachers and other patrons concerning the research, selection, location and use of library materials and equipment.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety clerical and technical library duties in the processing, circulation and maintenance of library books and materials; participate in the operation of the library to meet the educational, recreation, cultural and informational needs of the community

Serve as a technical resource to students, teachers and other patrons concerning the selection, location and use of library materials and equipment; respond to inquiries and provide technical information and assistance concerning related practices, techniques, policies and procedures.

Circulate library materials; check library books and materials in and out to patrons using an assigned computerized system; shelve returned books and materials.

Assist patrons with researching library materials for educational, recreational, cultural and informational use; instruct patrons in proper methods of utilizing catalogs and other library and reference materials and systems.

Provide training and assistance to patrons concerning the operation of library computers and related peripheral equipment and software applications; explain related practices, procedures and techniques; answer questions, resolve issues and perform demonstrations as necessary.

Participate in receiving, processing and cataloging various library materials; maintain computerized library indexes; prepare order cards; maintain, update and circulate various materials such as flyers, brochures, magazines, periodicals, newspapers and audio-visual materials.

Prepare and maintain various records, reports and files related to library books, materials, circulation, patrons and assigned activities.

October 2006

Ewing Consulting Services

Input and update patron, circulation and various other data in an assigned computer system; establish and maintain automated records and files; initiate queries, develop spreadsheets and generate computerized reports.

Register new patrons; issue library and internet cards to qualified patrons; collect and receive monies for print outs and overdue and damaged books and materials.

Perform various general clerical duties such as typing, filing, duplicating and distributing a variety of materials; prepare, type and distribute routine correspondence such as letters, forms and flyers; receive and route incoming telephone calls as required; take and relay messages as needed.

Calculate, collect and account for fees for lost, overdue or damaged books and library materials; compile and distribute collected monies.

Communicate with City personnel, library patrons and various outside agencies to exchange information and resolve issues or concerns; contact patrons concerning reserved books, library materials, fines, overdue books, special events and programs as needed.

Maintain the library and related materials and equipment in a neat and orderly condition; observe and maintain appropriate patron behavior in the library.

Operate a variety of office and library equipment such as copiers, fax machines, laminators, typewriters, audio-visual equipment, microfilm machines, computers and assigned software; clean equipment as needed.

Train and provide work direction and guidance to assigned part-time employees, volunteers and students assistants as required; review work for accuracy and completeness.

Assist with promoting the use of the library to the public; assist with preparing library displays and bulletin boards.

Receive, sort and distribute mail as assigned; prepare outgoing mail for distribution.

Participate in annual inventory activities.

Attend and participate in various meetings, committees, workshops, special events and seminars as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Functions, operations and maintenance of libraries.

Library practices, procedures, reference materials, resources and terminology.

October 2006

Ewing Consulting Services

Library cataloging and classification including card catalogs and the Dewey Decimal system.
Filing, indexing and inventory procedures.
Record-keeping and report preparation techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Modern office practices, procedures and equipment.
Basic mathematic calculations.

ABILITY TO:

Perform a variety clerical and technical library duties in the processing, circulation and maintenance of library books and materials.
Provide technical information and assistance to students, teachers and other patrons concerning the research, selection, location and use of library materials and equipment.
Catalog and prepare books and other materials for introduction into the library materials collection.
Process and shelve library materials.
Check library materials in and out to patrons.
Operate a variety of office and library equipment including a computer and assigned software.
Maintain files and records and prepare reports.
Type or input data at an acceptable rate of speed.
Complete work with many interruptions.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year general clerical or library experience.

WORKING CONDITIONS:

ENVIRONMENT:

Library environment.
Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Hearing and speaking to exchange information.
Sitting or standing for extended periods of time.
Lifting, carrying, pushing and pulling moderately heavy objects as assigned by the position.
Bending at the waist, kneeling or crouching to shelve and retrieve books.
Reaching overhead, above the shoulders and horizontally.

**CITY OF CALEXICO
RECLASSIFICATION POLICY AND PROCEDURE**

DATE: October 2, 2001

AUTHORITY: City Manager

PURPOSE: The purpose of this policy is to outline the procedures used during the reclassification study process.

POLICY: Human Resources will conduct reclassification studies upon request of the Department Head as outlined below. A reclassification study is defined as a review to determine if the duties of the position support a reallocation of the position from one classification to a different classification. The incumbent of the classification being studied must be a regular employee with the City of Calexico. All positive recommendations will be addressed during the budget process for the subsequent fiscal year.

PROCEDURE: Timelines and steps for reclassification process are outlined below.

Dates:

Action:

September 1 –
November 1

The employee or Department Head requests a reclassification study. If the employee requests the study, the Department Head, or designee, must acknowledge the receipt of the request by the end of the second week after the receipt of the request. The Department Head or designee must first determine if all of the following criteria have been met in order to warrant a reclassification study:

- A significant amount of the duties currently performed by the incumbent are not contained in his/her current classification specification (approximately 50%);
- The incumbent has performed these duties on a continuous basis for a period of at least six months and the duties are expected to continue;
- The incumbent has not been compensated for taking on the additional duties in any manner during this time period, such as acting pay or temporary promotion pay and;
- The incumbent's current classification has not been reviewed through a reclassification study in the preceding two years.

If the Department Head determines that a reclassification study is warranted, he/she will submit a request to Human Resources in the form of a memo outlining the reasons for the recommendation.

November 2 - 15

Human Resources distributes job analysis forms to Department Heads.

November 16 –
December 31

Each Department Head will request the affected employee to complete the job analysis form. Upon completion of the job analysis, the affected employee's immediate supervisor and Department Head will review the form. If they are not in concurrence with the contents of the job analysis, they will meet with the employee to discuss and attempt to resolve any differences. The employee, as well as the supervisor and Department Head, must sign off on the form. If there are areas of non-concurrence, these should be identified.

January 2

The completed job analysis form is submitted to Human Resources

January 2-
February 28

Human Resources staff will review the most current classification description and compare the duties, responsibilities, and qualifications of the description to those indicated on the job analysis form. The intent of the comparison is to determine whether or not the classification description reflects the actual duties and responsibilities of the employee occupying that position at the department. Human Resources may also meet with the employee and his/her supervisor to review the job analysis.

If the job analysis indicates a significant difference in duties and responsibilities, staff will search for other classifications within the City or other cities which perform similar or like tasks as those described in the job analysis.

A written report of the reclassification study's results will be prepared for the affected employee's Department Head. The report will include a proposed classification description, title, and salary range, if applicable.

March 1 - 15

Copies of the report will be distributed to the Department Head and employee. Department Heads will discuss the results of the reclassification study with the affected employee. The Department Head may submit an written appeal within 10 working days of the receipt of report should there be a disagreement with the conclusions of the Human Resources Department. A meeting will then be held to discuss the findings. The Human Resources department shall have the authority to make the final determination, in accordance with City Manager, and communicate such determination in writing to the department head.

April - May

The Human Resources department will submit all positive recommendations to the City Manager for his/her authorization to proceed to City Council.

The City Council will act on the reclassification study as part of its action on the final budget for the department. The Council has the authority to approve or deny the reclassification. If the Council approves the reclassification, any salary change would be effective at the beginning of the fiscal year.

ATTACHMENT
Job Analysis Forms

JOB ANALYSIS

Date: _____ Classification under analysis: _____

Name and classification of
employee completing analysis: _____

Supervisor's name and title: _____

Division and department where classification
under analysis is located: _____

Months/years that employee has occupied classification under study: _____

I. Identifying Job Tasks

In this section you are to describe the major activities or things done in performing the job. Major activities are broad task categories which, in total, describe the scope of your job. Most all jobs can be described in three to ten major activity statements. Complete a task analysis for each major activity by responding to the questions asked. **You are not obligated to list ten major activities, but space has been provided for up to ten.**

In describing the activity, select a verb (writes, files, monitors, repairs, carries, etc.) that best describes the kind of action taken. After selecting the verb, select a common noun that identifies the kind of object that verb directly affects (letters, forms, equipment, small motors, boxes, etc.). Please indicate the amount of time spent on each activity in terms of overall percentage (out of 100% of the employees time spent at work).

Activity Number

#1-Activity:

Percentage of time (1-100%)? _____

- a) Describe the activity by answering the following questions: Why is this done? How is it done? (tools, equipment, work aids, guides used in the action) Describe the physical demands of the activity. (Stooping, lifting up to 50 lbs., climbing, etc.) Describe any risks or hazards that you encounter in this activity.

- b) What skills, abilities, or knowledge do you need to perform this activity?
(Knowledge of basic filing, procedures, ability to type, verbal communication skills, etc.)

#2-Activity:

Percentage of time (1-100%)? _____

- a) Describe the activity by answering the following questions: Why is this done? How is it done? (tools, equipment, work aids, guides used in the action) Describe the physical demands of the activity. (Stooping, lifting up to 50 lbs., climbing, etc.) Describe any risks or hazards that you encounter in this activity.

- b) What skills, abilities, or knowledge do you need to perform this activity?
(Knowledge of basic filing, procedures, ability to type, verbal communication skills, etc.)

#3-Activity:

Percentage of time (1-100%)? _____

- a) Describe the activity by answering the following questions: Why is this done? How is it done? (tools, equipment, work aids, guides used in the action) Describe the physical demands of the activity. (Stooping, lifting up to 50 lbs., climbing, etc.) Describe any risks or hazards that you encounter in this activity.

- b) What skills, abilities, or knowledge do you need to perform this activity?
(Knowledge of basic filing, procedures, ability to type, verbal communication skills, etc.)

#4-Activity:

Percentage of time (1-100%)? _____

- a) Describe the activity by answering the following questions: Why is this done? How is it done? (tools, equipment, work aids, guides used in the action) Describe the physical demands of the activity. (Stooping, lifting up to 50 lbs., climbing, etc.) Describe any risks or hazards that you encounter in this activity.

- b) What skills, abilities, or knowledge do you need to perform this activity?
(Knowledge of basic filing, procedures, ability to type, verbal communication skills, etc.)

#5-Activity:

Percentage of time (1-100%)? _____

- a) Describe the activity by answering the following questions: Why is this done? How is it done? (tools, equipment, work aids, guides used in the action) Describe the physical demands of the activity. (Stooping, lifting up to 50 lbs., climbing, etc.) Describe any risks or hazards that you encounter in this activity.

- b) What skills, abilities, or knowledge do you need to perform this activity?
(Knowledge of basic filing, procedures, ability to type, verbal communication skills, etc.)

#6-Activity:

Percentage of time (1-100%)? _____

- a) Describe the activity by answering the following questions: Why is this done? How is it done? (tools, equipment, work aids, guides used in the action) Describe the physical demands of the activity. (Stooping, lifting up to 50 lbs., climbing, etc.) Describe any risks or hazards that you encounter in this activity.

- b) What skills, abilities, or knowledge do you need to perform this activity?
(Knowledge of basic filing, procedures, ability to type, verbal communication skills, etc.)

#7-Activity:

Percentage of time (1-100%)? _____

- a) Describe the activity by answering the following questions: Why is this done? How is it done? (tools, equipment, work aids, guides used in the action) Describe the physical demands of the activity. (Stooping, lifting up to 50 lbs., climbing, etc.) Describe any risks or hazards that you encounter in this activity.

- b) What skills, abilities, or knowledge do you need to perform this activity?
(Knowledge of basic filing, procedures, ability to type, verbal communication skills, etc.)

#8-Activity:

Percentage of time (1-100%)? _____

- a) Describe the activity by answering the following questions: Why is this done? How is it done? (tools, equipment, work aids, guides used in the action) Describe the physical demands of the activity. (Stooping, lifting up to 50 lbs., climbing, etc.) Describe any risks or hazards that you encounter in this activity.

- b) What skills, abilities, or knowledge do you need to perform this activity?
(Knowledge of basic filing, procedures, ability to type, verbal communication skills, etc.)

#9-Activity:

Percentage of time (1-100%)? _____

II. Areas of Responsibility

A) Please check the duties and responsibilities that are pertinent to your position.

- Assign and review the work of others
- Recommend hiring or dismissal
- Train new employees
- Approve sick leave and vacations
- Administer discipline
- Complete performance evaluations
- Answer procedural and technical questions of employees
- Set priorities and make adjustments to workload

B) Please list title and department of other positions in the City of Calcxico or other cities that you feel perform the same or like function as your position.

Position	Department	City

The submitted job analysis for the classification of _____
(title of classification under study)

has been completed by _____ and reviewed
(employee's name)

by _____ and _____
(employee's supervisor) (department head)

All parties are in agreement with the content of the job analysis.

Dated: _____

Employee's Signature and Title

Supervisor's Signature and Title

Department Head Signature and Title

(c:\mydocuments\reclassification policy.doc)

a) Describe the activity by answering the following questions: Why is this done? How is it done? (tools, equipment, work aids, guides used in the action) Describe the physical demands of the activity. (Stooping, lifting up to 50 lbs., climbing, etc.) Describe any risks or hazards that you encounter in this activity.

b) What skills, abilities, or knowledge do you need to perform this activity? (Knowledge of basic filing, procedures, ability to type, verbal communication skills, etc.)

#10-Activity:

Percentage of time (1-100%)? _____

a) Describe the activity by answering the following questions: Why is this done? How is it done? (tools, equipment, work aids, guides used in the action) Describe the physical demands of the activity. (Stooping, lifting up to 50 lbs., climbing, etc.) Describe any risks or hazards that you encounter in this activity.

b) What skills, abilities, or knowledge do you need to perform this activity? (Knowledge of basic filing, procedures, ability to type, verbal communication skills, etc.)
