



CITY OF CONCORD

Report to Council

FROM: Jennifer Johnston, Director of Human Resources and Labor Relations

DATE: August 9, 2019

SUBJECT: Library Position Class Specification Title Change

Recommendation

Accept this report regarding a position title change for Concord Public Library to modify the class specification in Schedule D from a Children's Services and Branch Manager to a Youth Services Manager. This title change will have no effect on labor grade or salary range.

Background

The current Children's Services and Branch Manager will retire later this year. This presented an opportunity to modify the position in order to meet the changing needs of the library. By modernizing this title and alleviating the branch management component, this position can focus more on shaping the youth curriculum to better serve the community and its needs.

Discussion

Recently the Library, working in concert with the Human Resources Department identified an opportunity to modify the Children's Services and Branch Manager position with the announcement of a pending retirement. Under the City Manager's direction, whenever a position becomes vacant, departments are directed to fully review the position to determine if the responsibilities can be accomplished in a better way. A meeting was held with the Human Resources Director and the Director of Concord Public Library to review job functions of the Children's Services and Branch Manager and it was determined that changing the title and some duties would better serve the department and was the appropriate course of action.

Assigning the position title of Youth Services Manager will assist in drawing candidates during the recruitment who have the requisite background needed to both have the Library experience to manage the Children's Department and also be able to coordinate long range planning and build community partnerships. With this change to modify the position title and restructure some functions, the department would be better served with no impact to the salary range.

cc: City Manager