



## City of Concord, New Hampshire

### REPORT TO MAYOR AND THE CITY COUNCIL

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

**DATE:** July 19, 2016

**SUBJECT:** Amend Schedule D to Change the Position of Technical Services Manager, Labor Grade 21 to Assistant Library Director & Technical Services Manager, Labor Grade 22.

#### **Recommendation**

It is requested and recommended that the City Council accept this report and set a public hearing date in September for the proposed ordinance to change the position of Technical Services Manager to Assistant Library Director & Technical Services Manager and change from a Labor Grade 21 to a Labor Grade 22 on Schedule D.

#### **Background**

The Library Director is requesting that the position of Technical Services Manager be changed on Schedule D of Article 35-2 of the City Code of Ordinances to Assistant Library Director & Technical Services Manager to address the needs of the Library Department to reorganize after recent staffing changes at the Library. The department has indicated there are sufficient funds within the department budget to fund this position for this fiscal year due to attrition of higher paid staff, and the plan to bring in an employee at a level in Labor grade 22 that will not exceed the outgoing employee's salary who at Labor grade 21, Step P.

#### **Discussion**

The position of Technical Services Manager is currently classified as a Labor Grade 21. As a labor grade 22 position, the Assistant Library Director & Technical Services Manager would be within the City's position classification system as a non-contractual, exempt employee, under the Fair Labor Standards Act. The current Library administration hierarchy is inefficient for staff as there are 3 department heads that report directly to the Library Director. With the looming retirement of the Technical Services Manager, the transition to a traditional Assistant Library Director model of Library administration is ideal. The Adult Services Outreach Coordinator and Children's Services Manager would report to the Assistant Library Director, who then reports to the Library Director. The Assistant Library Director would act as the Library Director when the Director is not available. Due to this increased responsibility, I ask that the Labor Grade be increased to a labor Grade 22. Thank you for your consideration.

In order to accomplish the aforementioned, the City of Council will have to set a public hearing for September and then approve the position per the attached ordinance.

Respectfully Submitted,

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Jennifer Johnston

cc: Thomas J. Aspell Jr., City Manager  
Todd Fabian, Library Director