



CITY OF CONCORD

REPORT TO MAYOR AND THE CITY COUNCIL

FROM: Jennifer Johnston, Director of Human Resources and Labor Relations
DATE: October 26, 2018
SUBJECT: Fill Library Assistant II in the Concord Public Library

Recommendation

Accept this report regarding the filling of a Library Technician position in the Concord Public Library to replace the upcoming vacancy of the Library Assistant II position, in order to better meet the current and future needs of the Library.

Background

A long time employee for the Concord Public Library will be retiring as a FT Library Assistant II at the end of 2018. This is an opportune time to instead fill the position with a FT Library Technician. Library Technicians are more flexible in their job responsibilities and can be cross trained in a variety of Library departments that include: reference, technical services, and the children's department. This position is a current Labor Grade 9 at step P on our classification list, and would move to a Labor Grade 12 as a Library Technician. The outgoing labor grade is a higher hourly wage due to the step that has been achieved through tenure.

Discussion

The position of Library Technician already exists in the City's Ordinance as a Labor Grade 12 and the FT Library Assistant II position will soon be vacant. If approved, the position of Library Technician would be able to take on tasks beyond that of Library Assistant II, whose primary duties covered Technical Services and Circulation. The workload of the Library Technician will be able to get more involved in reader's advisory, archival preservation, ILLs, and coverage at all 3 branches. The transition of this position title and labor grade will have no increase in this budget year due to the difference in wages that exists.

Respectfully Submitted,

Jennifer Johnston

cc: Thomas J. Aspell Jr., City Manager