TO: Honorable Mayor and Members of the City Council
FROM: Scott Bauer, Library Director and Leticia Livian, Human Resources Manager
MEETING DATE: February 7, 2018
SUBJECT: Second Reading of an Ordinance to Amend the City Salary Classification Schedule for Senior Librarian
CEQA: Does not constitute a “Project” under California Environmental Quality Act (CEQA) Guidelines Section 15378.

RECOMMENDATION
Hold second reading and adopt an ordinance to amend the salary classification schedule to (1) establish a salary range for a new classification, Senior Librarian; and (2) approve the amendment.

DISCUSSION
The clerk caused the summary to be published on February 2, 2018.

The City’s salary schedule identifies job classifications that have been approved by Council (e.g., Administrative Technician) and the hourly rates of pay for each classification at each step authorized by the Personnel Rules. Pursuant to Charter Article 25 and the Pacific Grove Municipal Code (PGMC) Section 4.20.280, approval and amendment to the salary schedule must be adopted by the Council. The requested change to the salary classification schedule impacts the new Senior Librarian classification only, all other salaries in the classification schedule remain the same. To view the entire salary schedule, please refer to the City’s website, http://www.cityofpacificgrove.org/about-city/human-resources/salaries-benefits-and-mous.

Staff is recommending a creation of a new classification in the Librarian category. Currently the Library has intermediate supervisors for paraprofessionals working in both the Circulation and Technical Services units at the Library. There is no corresponding supervisor position for professional staff working in Children’s and in Information Services. The creation of the Senior Librarian classification addresses this need. It also creates a position in which supervisory coverage is present during non-business hours (evening hours and weekends). When the Library Department hours were expanded in 2015, the department did not always have enough supervisory staff to cover the additional operational hours. This meant that hourly staff had to secure the building, attend to emergency situations, and resolve high-level issues with patrons; generally tasks beyond the scope of their normal responsibilities. Creating a position that can be in charge of the Library when the Director is away will assist with this deficiency as well as extend a career ladder for professional staff.

The Library currently has vacant a 1.0 FTE Librarian position, which will be converted to the new Senior Librarian position. The chart below shows the difference in hourly costs between the two positions:
Each step increases by 5% for steps one (1) through five (5). Steps six (6) and seven (7) are longevity steps with 3.75% increases.

GOAL ALIGNMENT
Operational excellence

OPTIONS
1. Approve Ordinance amending the salary classification schedule for Senior Librarian.
2. Provide alternative direction to staff.

FISCAL IMPACT
The Librarian position is budgeted in 17/18 FY and the cost of additional compensation for Senior Librarian can be absorbed by the Library’s Department budget by converting an existing part-time librarian vacancy to on-call status.

ATTACHMENTS
1. Ordinance amending the Classification Schedule

RESPECTFULLY SUBMITTED:  REVIEWED BY:

____________________________  ____________________________
Scott Bauer  Ben Harvey
Library Director   City Manager

____________________________
Leticia Livian
Human Resources Manager
ORDINANCE NO. 18-____

ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE
AMENDING THE SALARY CLASSIFICATION SCHEDULE FOR SENIOR LIBRARY

Findings

1. Amendment to the City classification plan must be adopted by the City Council pursuant to Charter Article 25 and Pacific Grove Municipal Code (PGMC) Section 4.20.280; and

2. A new supervisory classification is being created, Senior Librarian; and

3. The new classification will provide for a supervisory position to cover extended library hours; and

4. This measure amends the classification salary schedule to add the Senior Librarian classification, and sets a salary range for the Senior Librarian; and

5. All other salaries in classification schedule remain unchanged; and

6. In the enactment of this ordinance, the City followed the guidelines adopted by the State of California and published in the California Code of Regulations, Title 14, Section 15000, et seq. Enactment of this ordinance action does not constitute a “project” as defined by California Environmental Quality Act (CEQA) because it is an organizational or administrative activity that will not result in direct or indirect physical changes in the environment pursuant Section 15378.

Ordinance

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE:

SECTION 1. The foregoing findings of the City Council are incorporated into this Ordinance as if set forth in full.

SECTION 2. The position classification plan approved and adopted by the City Council pursuant to Charter Article 15 and PGMC § 4.20.280 is established for the Senior Librarian classification, with the following salary schedule:

<table>
<thead>
<tr>
<th>Classification</th>
<th>Step 1A</th>
<th>Step 2B</th>
<th>Step 3C</th>
<th>Step 4D</th>
<th>Step 5E</th>
<th>Step 6F</th>
<th>Step 7G</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Librarian</td>
<td>34.94</td>
<td>36.69</td>
<td>38.52</td>
<td>40.45</td>
<td>42.47</td>
<td>44.06</td>
<td>45.71</td>
</tr>
</tbody>
</table>

SECTION 3. The City Manager is directed to execute all documents and to perform all other necessary City acts to implement this Ordinance.
SECTION 4. In accord with Article 15 of the City Charter, this ordinance shall become effective on the thirtieth (30th) day following passage and adoption hereof.

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE this ____ day of January, 2018, by the following vote:

AYES:

NOES:

ABSENT:

APPROVED:

________________________
BILL. KAMPE, Mayor

ATTEST:

______________________
SANDRA KANDELL, City Clerk

APPROVED AS TO FORM:

______________________
DAVID C. LAREDO, City Attorney