



Date of Board Meeting: 8/16/22

Subject: Adjustment to Library Technician positions

Recommendation: Approve title change and adjusted salary for 3 library technician positions

Background and Rationale: A yearlong review of library personnel positions by the new library director led to a revision of job descriptions to better fit support service needs and an increase in use of technology. These adjustments require an upgraded skill level and cross-training of employees to ensure smooth operations during an employee's absence and comparable service both in-person and online. The revisions and pay grade adjustment for 3 library positions are outlined below.

Library Clerk/Project Assistant to a Library Technician/Project Assistant - \$2,400 adjustment from an O-6 (25,625) to an O-10 (28,025) to account for the increased responsibility and necessary skill set required for being cross trained to help maintain library operations in both the technical and public services areas.

Library Technician/Acquisitions - \$1,800 adjustment from an O-7 (26,225) to an O-10 (28,025) to account for the increased responsibility and necessary skill set required for being cross trained to help maintain library operations in both the technical and public services areas.

Library Technician/Cataloging (recently vacated at O-11-20/\$35,125) - adjust from an O-11 (28,625) to an O-10 (28,025). Some of the responsibilities of this position have been shifted to the Library Technician/Acquisitions and the Library Technician/Project Assistant.

Cost and Budgetary Support: \$4,200 from current budgeted salaries with a savings of \$2,900 due to recently vacated position.

Strategic Priority Alignment:

- Student Success
- Resource Optimization

- Community Impact
- Institutional Excellence

Resource Person(s): Marissa Saenz, Director of Library Services

Signatures:

Marissa Saenz
Originator

7/15/22
Date

Digitally signed by Leigh Ann Collins
Collins
Date: 2022.07.15 13:10:28 -05'00'
Cabinet-Level Supervisor Leigh Ann Collins

08/09/2022
Date

President's Approval:

Becky A. McLochlin
President

8-9-22
Date