



## Legislation Text

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**File #:** 21-0377R, **Version:** 1

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### RESOLUTION APPROVING PROPOSED SPECIFICATIONS FOR THE NEW CIVIL SERVICE CLASSIFICATION OF LIBRARY CIRCULATION COORDINATOR, AND SPECIFYING CONTRACT BENEFITS FOR SAME.

#### CITY PROPOSAL:

RESOLVED, that the proposed specifications for the new civil service classification of library circulation coordinator (attached as Exhibit A), which were approved by the civil service board on May 4, 2021, are approved. This classification shall be subject to the city's collective bargaining agreement with its basic unit employees; and that pay range for said classification shall be Range 131, pay rate of \$4,416 to \$5,174 per month.

STATEMENT OF PURPOSE: The new classification of library circulation coordinator has been created as a result of an audit. The employee doing this work develops and revises policy and procedure, trains all technicians, and communicates with circulation staff at all locations while still serving as leadworker for the staff at the main branch which is a higher level of responsibility than other library technicians. The specialized knowledge needed in this role is a long-term need; therefore, a new job description has been created to reflect the work accurately. The pay range negotiated for the classification is Range 131, pay rate of \$4,416 to \$5,174 per month.