



Board Agenda Item 39

DATE: November 14, 2017
TO: Board of Supervisors
SUBMITTED BY: Kelley Worman-Landano, County Librarian
SUBJECT: Library Salary Resolution Amendment

RECOMMENDED ACTION(S):

Approve Amendment to the Salary Resolution deleting one Information Technology Support Technician I/II/III position and adding one Office Assistant I/II/III position, effective November 20, 2017 as reflected in Appendix "C".

There is no Net County Cost associated with the recommended action. Approval of the recommended action will allow the Library to delete one Information Technology Support Technician I/II/III position and add one Office Assistant I/II/III position. Over a one-year period, the Library assessed the requirements for the position and determined that an Office Assistant I/II/III classification is more appropriate due to the majority of the tasks associated with this position being clerical in nature.

ALTERNATIVE ACTION(S):

If the Board were not to approve the recommended action, the existing Information Technology Support Technician I/II/III position would not be deleted and one Office Assistant I/II/III position would not be added.

FISCAL IMPACT:

There is no Net County Cost associated with the recommended action. Deleting the existing Information Technology Support Technician I/II/III position and replacing it with an Office Assistant I/II/III position will result in a salary and benefit savings of \$2,123 per fiscal year. Sufficient appropriations for the position are included in the FY 2017-18 Adopted Budget for Library Measure B Org 7511.

DISCUSSION:

The Library has reviewed the duties of one of the Information Technology Support Technician I/II/III positions in the Library's Information Technology Service Desk (ITSD) division. The Library determined that the position performs mainly clerical duties such as recordkeeping, answering phones, and data entry. The Library concluded that an Office Assistant I/II/III classification is needed for the position due to the nature of the work completed.

The recommended action will allow the Library to delete one Information Technology Support Technician I/II/III position and replace it with an Office Assistant I/II/III position to appropriately staff the Library's ITSD division and meet the needs of the Department.

ATTACHMENTS INCLUDED AND/OR ON FILE:

Salary Resolution Appendix "C"

CAO ANALYST:

Samantha Buck