



DATE: November 16, 2017

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: Revised Job Description for Librarian I

RECOMMENDATION

That the Personnel Commission reviews and comments on the revised job description for the position of Librarian I to ensure that employment standards are job-related. Job-related standards address all aspects of the job description, including supervision exercised, education, special requirements, and experience.

BACKGROUND/DISCUSSION

In addition to adoption and approval of the City's Classification Plan, the Personnel Commission reviews job descriptions to ensure that employment standards are job-related. The City utilizes a standard format when creating and revising job descriptions. Human Resources staff reviews all job descriptions with the respective departments and updates each to align the job description with the City's Classification Plan. In addition, prior to initiating a recruitment process, Human Resources staff makes necessary adjustments to the job requirements to ensure that the needs of the department will be met.

The changes to the Librarian I job description were shared with and agreed to by representatives of Local 21. The Librarian I job description was revised to update the supervision exercised, and experience and education. The changes to the job description are as follows:

Librarian I

Supervision Exercised

Replaced: "Provides..." with "May provide..."

Added: "...and volunteers..."

Experience and Education

Experience:

- Replaced "...increasing..." with "...increasingly..."

FISCAL IMPACT

There is no fiscal impact to the budget as a result of the above proposed changes to this job description.

Prepared by: Farbod Pirouzman, Deputy Director of Human Resources

Recommended by: Nina S. Collins, Director of Human Resources

Approved by:

A handwritten signature in black ink, appearing to read 'K. McAdoo', is written over a horizontal line.

Kelly McAdoo, City Manager