



Office of the City Manager

CONSENT CALENDAR
October 9, 2007

To: Honorable Mayor and
Members of the City Council

From: *PK* Phil Kamlarz, City Manager

Submitted by: David W. Hodgkins, Director of Human Resources

Subject: Classification: Library Information Systems Administrator

RECOMMENDATION

Adopt a Resolution to amend Resolution No. 61,840–N.S., Classification and Salary Resolution for Public Employees Union Local One, to establish the Classification of Library Information Systems Administrator with a salary range of \$6,796 – \$8,676 per month effective October 1, 2007.

FISCAL IMPACTS OF RECOMMENDATION

The annual cost of salaries and benefits for this position is \$160,832. The Berkeley Public Library has funded a non-career classification at this level, and will not incur any additional cost for this recommendation. The Library will fund this position from Budget Code 301-9102-450-1101.

CURRENT SITUATION AND ITS EFFECTS

The Berkeley Public Library has its own Information Technology (IT) program that is autonomously managed, separate from the City's IT Department. The Library's IT Division has five full-time staff that provide support for all computer hardware and software in the central Library and its five branches.

At the request of the Board of Library Trustees (BOLT), a Library Network Administrator classification was created as a benefited classification exempt from the career service in fiscal year 2000. The classification was created exempt from the career service, as the Library was in a period of transition and intended to evaluate its long-term IT functions. The Library Network Administrator was established as a dedicated management-level classification with oversight of the Library's IT programs, and authority to formulate policy, procedures and protocol for the program, and supervise professional and technical staff. The Director of Library Services and BOLT assessed the Division and operations and have requested that the career-exempt classification of Library Network Administrator be revised, retitled and made a part of the City's career service due to the ongoing nature and

development of the Library's IT program and the need for a career classification to manage its activities.

The revised classification of Library Information Systems Administrator is a single position classification responsible for functions such as configuration, administration and troubleshooting of network infrastructure and software, the on-line Public Access Catalog database, the website, telecommunications, establishing IT related procedures and standards, and supervising the activities of professional and technical staff. The classification will develop the Library's IT budget, prepare and make presentations to BOLT, and serve on a variety of IT, Website and Technology committees.

BACKGROUND

The Personnel Board discussed the proposal at its September 10, 2007 meeting. By a unanimous vote, (Dixon, Chan, Robinson, Silver, Reyes, Smith – yes; Bess, Eblé – absent), the Board recommended the following:

1. Establish the classification of Library Information Systems Administrator, exempt from the overtime provisions of the Fair Labor Standards Act (FLSA), in Representation Unit P1 (Career Professional), with a five-step monthly salary range of \$6,796 - \$7,479 - \$7,856 - \$8,252 - \$8,676.

RATIONALE FOR RECOMMENDATION

It has been the policy of the City to maintain and revise the classification and salary schedule on a regular basis to accommodate assignment of new duties and responsibilities, to maintain competitive salaries and, when applicable, to comply with regulatory requirements.

ALTERNATIVE ACTIONS CONSIDERED

None

CONTACT PERSON

David W. Hodgkins, Director of Human Resources, 981-6805
David Abel, Human Resources Manager, 981-6807

Attachments:

1. Resolution and Exhibit A: Salary Schedule
2. Personnel Board Item (9/10/07) with attachments

RESOLUTION NO. ##,###-N.S.

AMENDING RESOLUTION 61,840-N.S. TO ESTABLISH THE CLASSIFICATION OF:
LIBRARY INFORMATION SYSTEMS ADMINISTRATOR

WHEREAS, the Berkeley Public Library operates and manages its own Information Technology Programs; and

WHEREAS, Director of Library Services and the Board of Library Trustees have recommended that the classification of Library Information Systems Administrator replace the classification of Library Network Administrator; and

WHEREAS, Public Employees Union, Local One has reviewed and responded to the proposed title, class concept and salary range for the Library Information Systems Administrator; and

WHEREAS, the Personnel Board recommended on September 10, 2007 to establish the classification of Library Information Systems Administrator, exempt from the overtime provisions of the Fair Labor Standards Act (FLSA), in Representation Unit P1 (Career Professional), with a five step monthly salary range of \$6,796 - \$7,479 - \$7,856 - \$8,252 - \$8,676; and

WHEREAS, the annual cost of salaries and benefits for this position is \$160,832. The Berkeley Public Library has funded a non-career classification at this level, and will not incur any additional cost for this recommendation. The Library will fund this position from Budget Code 301-9102-450-1101.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that Resolution No. 61,840-N.S., Classification/Salary Resolution for Public Employees Union Local One, is amended to establish the class of Library Information Services Administrator with a salary range as shown on Exhibit A, effective October 1, 2007.

Exhibit

A: Salary Schedule

Exhibit A

Salary Schedule

Job Code	Unit Class		FLSA	A	B	Steps			Effective Date
						C	D	E	
1464	P1	Library Information Systems Administrator	E	\$6,796	\$7,479	\$7,856	\$8,252	\$8,676	10/01/07



Human Resources Dept.

September 10, 2007

To: Members of the Personnel Board

From: David W. Hodgkins, Director of Human Resources

Subject: Recommendation to Establish the Classification of Library Information Systems Administrator effective October 1, 2007

BACKGROUND AND CLASSIFICATION

Donna Corbeil, Director of Library Services, has requested that the City establish a new career classification of Library Information Systems Administrator to manage the Information Technology (IT) Division of the Berkeley Public Library.

The existing Library Network Administrator was created as a benefited classification exempt from the career service in 2000 at the request of the Board of Library Trustees (BOLT). The Library was in a period of transition due to turnover in executive positions and fiscal uncertainty during that time, and it was their intent to request a review the classification's responsibilities and convert it to career service when circumstances stabilized. However, due to the turnover in the Director, Deputy Director and several Trustee positions, as well as the renovation project at the Library, this conversion did not occur. The BOLT and Ms. Corbeil have now determined that it is time to convert the classification to career service, and recommend a more descriptive title of Library Information Systems Administrator. The proposed class specification is included as Attachment A.

The Berkeley Public Library has seven Divisions consisting of Children's Services, Adult Services, Neighborhood Services, Circulation Services, Technical Services, IT and Administrative Services. The IT Division has five full-time staff including the Administrator that provides support for all computer hardware and software in the central Library and its five branches. The Library has organized its IT activities into a divisional structure overseen by this dedicated management-level classification that focuses exclusively on IT functions with authority to formulate policy, procedure and protocol for the program, and that supervises three Information Systems Specialists and a one Librarian II. The position currently reports to the Director of Library Services, but will begin to report to the Deputy Director in the near future as the Director refocuses her efforts in other areas requiring her attention.

The Library has its own IT program separate from the City's IT Department. The incumbent of the current career-exempt classification collaborates with the City's IT Department when issues arise with the connecting networks, however the Library's system is autonomously managed. The proposed classification of Library Information Systems Administrator is a single position

classification responsible for functions such as configuration, administration and troubleshooting of network infrastructure and software, the on-line Public Access Catalog database, the website, telecommunications, establishing IT related procedures and standards, and supervising the activities of professional and technical staff. An IT Division organizational chart is included as Attachment B.

Converting the existing Library Network Administrator to the career service Library Information Systems Administrator classification will impact the current incumbent. Appointments on a career basis must be made from an eligible list into the career service classification. Therefore, the incumbent will be appointed temporarily into the new classification until a recruitment is conducted and eligible list established from which the Library can make a career appointment. The incumbent may apply and be placed on that list when established.

SALARY

An external salary survey was conducted, however no comparable classes were found in surrounding area libraries as the comparably sized agencies have non-management supervisors reporting directly to a Deputy Director, who in turn is ultimately responsible for the IT program. When the existing career-exempt Library Network Administrator was established, the salary was set at the same level as the City's previous class of Network Administrator. The proposed salary for the recommended classification of Library Information Systems Administrator is same as the salary in place for the existing classification, with a top-step monthly salary of \$8,676. This level creates an appropriate internal alignment with other IT classifications within the City as it is 16% above the Applications Programmer Analyst II and 19.3% below the Supervising Systems Analyst. At the top salary step, this represents monthly compensation (salary and EPMC) of \$9,622. The proposed salary is 35.9% above the Information Systems Specialist and 43.1% above the Librarian II, which are the classes that will be supervised.

On August 28, 2007 the Public Employees Union, Local One was consulted concerning the class and recommended salary. After considering its responsibilities, level within the organization, the salary of the existing class and the lack of comparable classes in other library systems, staff and the union agree that the proposed class and monthly salary range is appropriate.

RECOMMENDATION

Therefore, the Personnel Board is requested to recommend the following to the City Council:

1. Establish the classification of Library Information Systems Administrator, exempt from the overtime provisions of the Fair Labor Standards Act (FLSA), in Representation Unit P1 (Career Professional), with a five-step monthly salary range of \$6,796 - \$7,479 - \$7,856 - \$8,252 - \$8,676.

Attachments

- A. Library Information Systems Administrator Classification
- B. Library Information Technology Division Organizational Chart

cc: David Abel, Human Resources Manager
Donna Corbeil, Director of Library Services
Robert S. Kraus, Senior Human Resources Analyst

City of Berkeley
Class No. 1464
October 2007

LIBRARY INFORMATION SYSTEMS ADMINISTRATOR

DEFINITION

Under general direction, plans, organizes, directs, evaluates and personally performs a wide-range of activities associated with the operation of the Library's Information Technology (IT) program; and performs related work as assigned.

CLASS CHARACTERISTICS

This single position class is responsible for all IT related activities and services within the Berkeley Public Library, including the configuration, administration and troubleshooting of network infrastructure and software, the On-line Public Access Catalog database and the website, and telecommunications; establishes IT related procedures, standards and protocol; external grant and related resource development; directs and evaluates the activities of professional, technical, or support staff; develops the IT budget; preparation and presentation of IT-related matters to the Board of Library Trustees; and facilitates and serves as lead staff on a variety of IT, Web and Technology governance committees. It is distinguished from the lower-level Senior Information Systems Specialist and Applications Programmer Analyst classes by the breadth of its responsibilities and activities related to the Library's entire IT function. It is further distinguished from the higher-level Supervising Systems Analyst in the City's central IT Department in that the latter is responsible for complex citywide systems and networks and the larger number of subordinate staff required administering these functions.

EXAMPLES OF DUTIES

The following list of duties is intended only to describe the various types of work that may be performed, the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, is similar or closely related to another duty statement.

1. Surveys and analyzes major existing or proposed systems in complex computer network areas; confers with departments to determine system requirements, functions, procedures, desired results and problem definition;
2. Conducts feasibility studies and prepares reports of time estimates, personnel requirements, and progress reports on assigned projects; reduces design projects into component analysis tasks and prepares final systems design, specification and documentation;
3. Prepares and/or modifies complex and extensive computer networks; directs and assists in the testing and debugging of systems; ensures that documentation is complete prior to releasing for operation; personally performs the more difficult aspects of the work;
4. Selects, directs, assigns and evaluates professional and administrative support staff; plans for and provides in-service staff training; makes recommendations for appointments, promotions, and disciplinary actions;

5. Coordinates, delegates and follows up on the work of assigned staff to ensure completion; sets work priorities, coordinates and schedules assignments and establishes goals and objectives;
6. Provides technical guidance; plans, directs and reviews the work of staff members of assigned projects; reviews and evaluates programs, procedures, and forms for uniformity and consistency of format;
7. Coordinates programming work with City personnel regarding software, machine requirements, and systems related matters;
8. Monitors changes and developments of the computer network and systems field by attending seminars, conferences and lectures, and by reviewing professional literature; evaluates their application to City activities and recommends implementation;
9. May coordinate project development and implementation activities with system consultants and contract personnel;
10. Assists in training subordinate staff members and user personnel; and
11. Performs related duties as assigned.

QUALIFICATIONS

Note: The level and scope of the knowledge, skills and abilities listed below are related to job duties as defined under Class Characteristics.

Knowledge of:

1. Local area and wireless network design and installation, systems analysis principles and techniques;
2. Computer programming principles, techniques and architecture; procedures for administrative and business applications;
3. Standard database, word processing, spreadsheet, utilities and similar desktop computer software;
4. The operation, functions, capabilities and requirements of desktop computer hardware;
5. Computer troubleshooting principles and practices;
6. Standard operating systems for servers and desktop computers;
7. Project planning, prioritizing and scheduling techniques; and
8. Basic supervisory principles and practices.

Skill in and ability to:

1. Analyze complex manual procedures and data, and draw logical conclusions in developing new systems and procedures for on-line business data processing applications;
2. Prepare complete and concise network and personal computer system specifications and documentation;
3. Investigate proposals for new systems or modifications, and prepare feasibility reports and time and labor estimates; coordinate and control the development and implementation of major system design or modification projects;
4. Troubleshoot hardware and software problems; make or direct modifications and repairs;
5. Think logically in symbolic terms and interpret graphic representations of physical processes;
6. Prepare clear and concise reports;
7. Plan, organize, assign, direct, review, and evaluate the work of assigned staff;
8. Establish and maintain effective relationships with those encountered during the course of work; and
9. Explain information technology systems and processes to non-technical users.

OTHER REQUIREMENTS

Must be able to travel to various locations within and outside the City of Berkeley to meet the program needs and to fulfill the job responsibilities. When driving on City business, the incumbent is required to maintain a valid California driver's license and satisfactory driving record.

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS:

Possession of a Bachelor's degree in information technology, computer science, electrical engineering or a closely related field, and three years of complex network administration, IT systems analysis, or applications programming experience.

LIBRARY INFORMATION TECHNOLOGY DIVISION

Organizational Chart

