

POUDRE RIVER PUBLIC LIBRARY DISTRICT AGENDA ITEM SUMMARY

Agenda Item: NEW BUSINESS

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| a. 2016 Compensation Study
and Proposed Pay Plan |
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Name of Requestor: Sabrina Stromnes
Appearance Date: June 13, 2016
Time Required: 30 minutes
Date Decision Needed: Next regular Board of Trustees meeting (July 2016)

Situation:

When PRPLD was established initially, the District's job titles were included on the City of Fort Collins Pay Plan. From a functional standpoint the arrangement initially worked reasonably well because the Library District's current positions were already included in the City's pay plan and subsequently included in the job evaluation and benchmarking process. This allowed us to select appropriate pay grades for Library employees based on market data.

As time progressed, however, the District reorganized, established new positions, eliminated old ones, and revised job descriptions based on changing District needs. The City's scope of contracted services did not include ongoing support for job analysis and benchmarking of new or changing LD jobs. When we reorganized, our jobs no longer fit within the structure of the City's pay plan and they removed LD positions from their plan. The LD has maintained a separate record of its positions that allows us to fit our pay rates into respective City pay grades. However, the pay grades are not tied to library specific positions or market data.

The Library District needs to establish its own pay plan because it is currently operating on an outdated plan that is no longer tied to relevant market data. Without our own relevant pay plan we are unable to employ an objective method of determining pay rates.

When the LD hired an HR Manager, among the first priorities identified were reviewing and updating job descriptions, conducting a compensation study, and establishing a separate pay plan for the LD. Following the comprehensive review and update of LD job descriptions, Public Sector Personnel Consultants was selected from among three other firms to conduct a comprehensive compensation study, develop a LD pay plan, and work with District staff to develop an implementation plan.

Our objective is to present a summary of the results of the compensation study and to recommend the adoption of a new Library District Pay Plan and Implementation Schedule.

Advantages:

- Establishes library specific pay plan that is based on relevant library jobs
- Ensures that LD pay practices are in line with the market for similar industries
- Provides a tool for aligning the District's internal value of jobs with external market values
- Helps manage and control fixed payroll costs
- Helps manage the size and frequency of pay increases

- Provides a systematic approach to defining job worth and ensuring fairness and consistency
- Reduces the risk of employing unfair pay practices
- Essential for recruitment and retention of quality long-term employees
- Potentially reduce turnover, especially in entry-level positions and subsequent reduction in associated cost of turnover
- Increases employees' understanding of how pay is determined
- Clarifies career progression

Disadvantages:

None

Requested Action:

Discussion; board approval and adoption of PRPLD Pay Plan at next regular monthly BOT meeting.

Potentially Affected Interest:

Staff, citizens

Level of Public Interest and Participation:

Low to moderate

**Poudre River Public Library
Proposed Pay Range Placements High to Low**

DRAFT

Current Job Title	Proposed Title Modifications	DRAFT PROPOSED			
		Range	Minimum	Midpoint	Maximum
Deputy Library Director Library Finance Officer Human Resources Manager Library IT Manager	Deputy Director Finance Officer Human Resources Manager Library IT Manager	35	\$79,264 \$38.11	\$93,252 \$44.83	\$107,240 \$51.56
Collections Manager Community & Public Relations Manager Integrated Library Systems Administrator Outreach Services Manager Library Manager	Collections Manager Communications and Public Relations Manager Integrated Library Systems Administrator Outreach Services Manager Library Manager	32	\$68,472 \$32.92	\$80,555 \$38.73	\$92,638 \$44.54
Network Specialist	Network Specialist	28	\$56,332 \$27.08	\$66,273 \$31.86	\$76,213 \$36.64
Outreach Services Librarian Librarian Digital Literacy Librarian Librarian - Collection Development Librarian - Jobs and Careers Librarian - Nonprofit Librarian - Teen Services Web Developer	Outreach Services Librarian Librarian Digital Literacy Librarian Librarian - Collection Development Librarian - Jobs and Careers Librarian - Nonprofit Librarian - Teen Services Web Developer	26	\$51,095 \$24.56	\$60,111 \$28.90	\$69,128 \$33.23
Circulation Supervisor	Circulation Supervisor	25	\$48,661 \$23.39	\$57,249 \$27.52	\$65,836 \$31.65
Call Center Supervisor Computer Support Technician Administrative Assistant Facility Maintenance Technician Interlibrary Loan Coordinator Volunteer Coordinator/Library Librarian/Hourly	Answer Center Supervisor Computer Support Technician Executive Administrative Assistant Facility Maintenance Tech Interlibrary Loan Coordinator Volunteer Program Manager Librarian (Hourly)	23	\$44,137 \$21.22	\$51,926 \$24.96	\$59,715 \$28.71
Bibliographic Services Specialist Library Assistant Library Assistant - Tech Services Library Assistant Substitute Library Assistant	Bibliographic Services Specialist Library Assistant Library Assistant - Tech Services Library Assistant (Part-time) Substitute Library Assistant	21	\$40,034 \$19.25	\$47,099 \$22.64	\$54,163 \$26.04
Graphics Specialist Communications Assistant	Graphic Designer Communications Assistant	20	\$38,128 \$18.33	\$44,856 \$21.57	\$51,584 \$24.80
Accounting Clerk Library Services Representative	Accounting Clerk Assistant Circulation Supervisor (formerly LSR)	18	\$34,583 \$16.63	\$40,686 \$19.56	\$46,788 \$22.49
Facility Assistant Call Center Technician Bibliographic Services Clerk Administrative Clerk II Call Center Technician	Facility Assistant Answer Center Technician Bibliographic Services Clerk Administrative Specialist Answer Center Technician (hourly)	14	\$28,451 \$13.68	\$33,472 \$16.09	\$38,493 \$18.51
Admin Clerk I Interlibrary Loan Assistant	Administrative Clerk Interlibrary Loan Assistant	9	\$22,292 \$10.72	\$26,226 \$12.61	\$30,160 \$14.50
Unclassified Hourly Positions					
Circulation Assistant Library Aide - Computer Assistant	Circulation Specialist (formerly Circulation Assist: Library Aide - Computer Assistant		\$11.50/hr - \$13.50/hr		
Library Aide (I)	Circulation Aide (Formerly Library Aide)		\$10.50/hr - \$12.50/hr		

Summary of Pay Plan 2016 Implementation

	<u>Raise/hour</u>	<u>FTEs</u>	<u>Annual wage cost</u>	<u>Payroll taxes & benefits</u>	<u>Total</u>
Hourly staff					
Circulation specialists	\$ 1.50	5.00	\$ 15,600	\$ 1,560	\$ 17,160
Library Aides	1.50	23.00	71,760	7,176	78,936
Computer Assistants	1.50	1.60	4,992	499	5,491
Hourly Library Assistants	1.16	2.00	<u>4,813</u>	<u>481</u>	<u>5,295</u>
Hourly total			97,165	9,717	106,882
Classified staff total			<u>13,022</u>	<u>2,214</u>	<u>15,236</u>
Total Annual Impact			\$ <u>110,187</u>	\$ <u>11,931</u>	\$ <u>122,118</u>
2016 Budget Impact			\$ <u>45,911</u>	\$ <u>4,971</u>	\$ <u>50,882</u>