

**LIBRARY DEPARTMENT
BOARD REPORT**

June 13, 2024

TO: Board of Library Commissioners
FROM: John F. Szabo, City Librarian
SUBJECT: **FISCAL YEAR 2024-2025 PERSONNEL RESOLUTION**

RECOMMENDATION:

RESOLVED, that the Board of Library Commissioners adopt the attached Personnel Resolution for the fiscal year 2024-2025.

FINDINGS:

1. In accordance with the City Charter Section 511(a), the Library Department is required at the beginning of each fiscal year to prepare for the Board of Library Commissioners' approval, a Personnel Resolution establishing for that fiscal year the Personnel Authority for the Department. This resolution is necessary to enable the Department to have administrative authority to hire all required staff for the aforementioned year.
2. Positions listed in the attached Personnel Resolution represent the maximum position authority for the Library Department for fiscal year 2024-2025. The list does not identify either current vacancies or filled positions for the Department at this time.
3. The FY 2024-2025 adopted Budget includes position authority and funding for 14 new positions: 2 Librarian III, 1 Social Worker II, 1 Management Analyst, 1 Graphics Designer II, 1 Photographer II, 6 Community Service Representative, 1 Accounting Clerk, 1 Administrative Clerk. These positions are vital to the Department as we continue to support our initiatives and enhance and expand Library services to the public. The 14 new positions are incorporated in Schedule "A" of the Personnel Resolution.
4. As-needed positions and substitute positions also have been listed separately. The positions will be used in such a manner as required.
5. Any other required changes to this resolution not previously mentioned will be submitted to the Board as necessary in accordance with established policy for its approval.

Prepared by: Michael Bolokowicz, Personnel Director
Reviewed by: Susan Broman, Assistant City Librarian

PERSONNEL RESOLUTION

A RESOLUTION FIXING PERSONNEL IN THE LIBRARY DEPARTMENT OF THE CITY OF LOS ANGELES FOR THE FISCAL YEAR 2024-2025.

WHEREAS, this Board has considered the various classification of employees and the number of positions in each classification approved by the City Council as part of the Library Department's Budget for the fiscal year 2024-2025; and

WHEREAS, in accordance with the City Charter, Section 511(a), it is the desire of the Board to adopt a resolution authorizing personnel for fiscal year 2024-2025 to include both positions approved by the City Council and those authorized by the Board of Library Commissioners.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Effective July 1, 2024, the following classes of positions are hereby authorized in the Library Department, and the number of positions, and code numbers and titles as set forth in the attached schedule "A" are hereby fixed for such classes of positions and shall be known as the 2024-2025 Library Personnel Resolution.
2. Memoranda of Understanding approved by the Board of Library Commissioners, and the City Council where appropriate shall be considered to be incorporated into this resolution. The provisions of each of the Memoranda of Understanding shall take precedence over any conflicting provisions contained in this resolution, but only for those employees in classes and/or positions within the employee representation unit to which the various Memoranda of Understanding apply.
3. It is the intent of the Board that all City Council actions relating to salaries and benefits and affecting classes in the Library Department will become effective on the same basis and date as those approved by the City Council for council-controlled employees.

**LIBRARY PERSONNEL
2024/2025 BUDGET**

SCHEDULE "A"

| <u>No.</u> | <u>Code</u> | <u>Title</u> |
|------------|-------------|--|
| 1 | 1111 | Messenger Clerk (Full Time) |
| 330 | 1111 | Messenger Clerk (Half Time) |
| 4 | 1116 | Secretary |
| 1 | 1117-2 | Executive Administrative Assistant II |
| 1 | 1117-3 | Executive Administrative Assistant III |
| 1 | 1119-1 | Accounting Records Supervisor I |
| 9 | 1121-2 | Delivery Driver II |
| 2 | 1121-3 | Delivery Driver III |
| 1 | 1129 | Personnel Records Supervisor |
| 1 | 1170 | Payroll Supervisor |
| 60 | 1172-1 | Library Assistant I |
| 10 | 1172-2 | Library Assistant II |
| 1 | 1201 | Principal Clerk |
| 8 | 1223 | Accounting Clerk |
| 330 | 1358 | Administrative Clerk (Full Time) |
| 35 | 1358 | Administrative Clerk (Half Time) |
| 5 | 1368 | Senior Administrative Clerk |
| 1 | 1431-3 | Programmer/Analyst III / Software Developer III |
| 1 | 1431-4 | Programmer/Analyst IV / Software Developer IV |
| 4 | 1455-1 | Systems Programmer I / Systems Administrator I |
| 1 | 1455-2 | Systems Programmer II / Systems Administrator II |
| 3 | 1455-3 | Systems Programmer III / Systems Administrator III |
| 2 | 1513 | Accountant |
| 2 | 1523-2 | Senior Accountant II |
| 1 | 1525-2 | Principal Accountant II |
| 1 | 1538 | Senior Project Coordinator |
| 1 | 1593-3 | Departmental Chief Accountant III |
| 16 | 1596 | Systems Analyst |
| 3 | 1597-1 | Senior Systems Analyst I |
| 3 | 1597-2 | Senior Systems Analyst II |
| 2 | 1670-2 | Graphic Designer II |
| 2 | 1670-3 | Graphic Designer III |
| 1 | 1714-3 | Personnel Director III |
| 3 | 1731 | Personnel Analyst |
| 1 | 1779-1 | Data Analyst I |
| Page 2 | | |
| 6 | 1785-2 | Public Relations Specialist II |
| Page 2 | | |
| 2 | 1786 | Principal Public Relations Representative |

| | | |
|------------|-------------|---|
| 1 | 1793-2 | Photographer II |
| 1 | 1800-1 | Public Information Director I |
| 1 | 1800-2 | Public Information Director II |
| <u>No.</u> | <u>Code</u> | <u>Title</u> |
| 1 | 1832-1 | Warehouse and Toolroom Worker I |
| 1 | 1832-2 | Warehouse and Toolroom Worker II |
| 1 | 1837 | Senior Storekeeper |
| 7 | 2385-2 | Social Worker II |
| 1 | 2385-3 | Social Worker III |
| 14 | 2501-2 | Community Program Assistant II |
| 2 | 2501-3 | Community Program Assistant III |
| 2 | 3112 | Maintenance Laborer |
| 2 | 3141 | Gardener Caretaker |
| 1 | 3143 | Senior Gardener |
| 1 | 3168 | Senior Event Attendant |
| 2 | 3172 | Event Attendant (Full Time) |
| 8 | 3172 | Event Attendant (Half Time) |
| 265 | 6152-2 | Librarian II (Full Time) |
| 35 | 6152-2 | Librarian II (Half Time) |
| 46 | 6152-3 | Librarian III |
| 100 | 6153 | Senior Librarian |
| 14 | 6155-1 | Principal Librarian I |
| 4 | 6155-2 | Principal Librarian II |
| 4 | 6157 | Division Librarian |
| 1 | 7935-1 | Graphics Supervisor I |
| 18 | 9053 | Community Services Representative |
| 2 | 9167-1 | Senior Personnel Analyst I |
| 1 | 9167-2 | Senior Personnel Analyst II |
| 1 | 9171-1 | Senior Management Analyst I |
| 4 | 9171-2 | Senior Management Analyst II |
| 2 | 9182 | Chief Management Analyst |
| 15 | 9184 | Management Analyst |
| 1 | 9232 | Asst City Librarian |
| 1 | 9232 | Asst City Librarian / Assistant General Manager |
| 1 | 9235 | City Librarian |
| 1 | 9375 | Director of Systems |
| 1 | 9734-2 | Commission Executive Assistant II |

BOARD OF LIBRARY COMMISSIONERS POSITION AUTHORITY

| <u>No.</u> | <u>Code</u> | <u>Title</u> |
|------------|-------------|--------------|
| 5 | 0101-1 | Commissioner |

5 Total Positions

=====

1424 Total Library Positions

=====

SUBSTITUTE POSITIONS

Substitute Positions--To be employed in such numbers as required.

| <u>Code</u> | <u>Title</u> |
|-------------|--|
| 1101 | Office Trainee |
| 1101-D | Office Trainee Delivery Driver |
| 1111 | Messenger Clerk |
| 1116 | Secretary |
| 1117-1 | Executive Administrative Assistant I |
| 1117-2 | Executive Administrative Assistant II |
| 1117-3 | Executive Administrative Assistant III |
| 1119-1 | Accounting Records Supervisor I |
| 1119-2 | Accounting Records Supervisor II |
| 1121-1 | Delivery Driver I |
| 1121-2 | Delivery Driver II |
| 1121-3 | Delivery Driver III |
| 1124 | Delivery Driver Assistant |
| 1129 | Personnel Records Supervisor |
| 1140-1 | Library Clerical Assistant I |
| 1170 | Payroll Supervisor |
| 1172-1 | Library Assistant I |
| 1172-2 | Library Assistant II |
| 1191 | Archivist |
| 1201 | Principal Clerk |
| 1214 | Supply Services Payment Clerk |
| 1223 | Accounting Clerk |
| 1225 | Accounting Clerk Assistant |
| 1227 | Accounting Clerk Trainee |
| 1253 | Chief Clerk |
| 1358 | Administrative Clerk |
| 1360 | Office Services Assistant |
| 1368 | Senior Administrative Clerk |
| 1409-1 | Information Systems Manager I |
| 1409-2 | Information Systems Manager II |
| 1429 | Applications Programmer / IT Specialist |
| 1431-2 | Programmer/Analyst II / Software Developer II |
| 1431-3 | Programmer/Analyst III / Software Developer III |
| 1431-4 | Programmer/Analyst IV / Software Developer IV |
| 1431-5 | Programmer/Analyst V / Software Developer V |
| 1455-1 | Systems Programmer I / Systems Administrator I |
| 1455-2 | Systems Programmer II / Systems Administrator II |
| 1455-3 | Systems Programmer III / Systems Administrator III |
| 1508 | Management Aide |
| 1513 | Accountant |
| 1523-1 | Senior Accountant I |

SUBSTITUTE POSITIONS (Continued)

Substitute Positions--To be employed in such numbers as required.

| <u>Code</u> | <u>Title</u> |
|-------------|---|
| 1523-2 | Senior Accountant II |
| 1525-1 | Principal Accountant I |
| 1525-2 | Principal Accountant II |
| 1538 | Senior Project Coordinator |
| 1539 | Management Assistant |
| 1555-2 | Fiscal Systems Specialist II |
| 1593-1 | Departmental Chief Accountant I |
| 1593-2 | Departmental Chief Accountant II |
| 1593-3 | Departmental Chief Accountant III |
| 1593-4 | Departmental Chief Accountant IV |
| 1596 | Systems Analyst |
| 1597-1 | Senior Systems Analyst I |
| 1597-2 | Senior Systems Analyst II |
| 1599 | Systems Aide |
| 1670-2 | Graphic Designer II |
| 1670-3 | Graphic Designer III |
| 1714-1 | Personnel Director I |
| 1714-2 | Personnel Director II |
| 1714-3 | Personnel Director III |
| 1731 | Personnel Analyst |
| 1742 | Human Resources Assistant |
| 1779-1 | Data Analyst I |
| 1779-2 | Data Analyst II |
| 1785-2 | Public Relations Specialist II |
| 1786 | Principal Public Relations Representative |
| 1793-2 | Photographer II |
| 1800-1 | Public Information Director I |
| 1800-2 | Public Information Director II |
| 1806 | Development & Marketing Director |
| 1831 | Warehouse & Toolroom Assistant |
| 1832-1 | Warehouse & Toolroom Worker I |
| 1832-2 | Warehouse & Toolroom Worker II |
| 1835-2 | Storekeeper II |
| 1837 | Senior Storekeeper |
| 1852 | Procurement Supervisor |
| 1859-1 | Procurement Analyst I |
| 1859-2 | Procurement Analyst II |
| 2385-1 | Social Worker I |
| 2385-2 | Social Worker II |
| 2385-3 | Social Worker III |
| 2495 | Volunteer Coordinator |

SUBSTITUTE POSITIONS (Continued)

Substitute Positions--To be employed in such numbers as required.

| <u>Code</u> | <u>Title</u> |
|-------------|---|
| 2501-2 | Community Program Assistant II |
| 2501-3 | Community Program Assistant III |
| 3108 | Maintenance Assistant |
| 3112 | Maintenance Laborer |
| 3113-F | Vocational Worker Warehouse & Toolroom Worker |
| 3113-G | Vocational Worker Gardener Caretaker |
| 3113-M | Vocational Worker Maintenance Laborer |
| 3141 | Gardener Caretaker |
| 3142 | Assistant Gardener |
| 3143 | Senior Gardener |
| 3168 | Senior Event Attendant |
| 3172 | Event Attendant |
| 6152-1 | Librarian I |
| 6152-2 | Librarian II |
| 6152-3 | Librarian III |
| 6153 | Senior Librarian |
| 6155-1 | Principal Librarian I |
| 6155-2 | Principal Librarian II |
| 6157 | Division Librarian |
| 7935-1 | Graphics Supervisor I |
| 7935-1 | Graphics Supervisor II |
| 9053 | Community Services Representative |
| 9054 | Community Services Assistant |
| 9055 | Community Services Trainee |
| 9167-1 | Senior Personnel Analyst I |
| 9167-2 | Senior Personnel Analyst II |
| 9171-1 | Senior Management Analyst I |
| 9171-2 | Senior Management Analyst II |
| 9182 | Chief Management Analyst |
| 9184 | Management Analyst |
| 9232 | Assistant City Librarian |
| 9375 | Director of Systems |
| 9734-1 | Commission Executive Assistant I |
| 9734-2 | Commission Executive Assistant II |

AS-NEEDED POSITIONS

As-Needed Positions - To be employed in such numbers as required.

| <u>Code</u> | <u>Title</u> |
|-------------|--|
| 0840-1 | Student Librarian I |
| 0840-2 | Student Librarian II |
| 0840-3 | Student Librarian III |
| 1101 | Office Trainee |
| 1101-D | Office Trainee Delivery Driver |
| 1111 | Messenger Clerk |
| 1116 | Secretary |
| 1117-1 | Executive Administrative Assistant I |
| 1117-2 | Executive Administrative Assistant II |
| 1117-3 | Executive Administrative Assistant III |
| 1119-1 | Accounting Records Supervisor I |
| 1119-2 | Accounting Records Supervisor II |
| 1121-1 | Delivery Driver I |
| 1121-2 | Delivery Driver II |
| 1121-3 | Delivery Driver III |
| 1124 | Delivery Driver Assistant |
| 1129 | Personnel Records Supervisor |
| 1140-1 | Library Clerical Assistant I |
| 1170 | Payroll Supervisor |
| 1172-1 | Library Assistant I |
| 1172-2 | Library Assistant II |
| 1191 | Archivist |
| 1201 | Principal Clerk |
| 1214 | Supply Services Payment Clerk |
| 1223 | Accounting Clerk |
| 1225 | Accounting Clerk Assistant |
| 1227 | Accounting Clerk Trainee |
| 1358 | Administrative Clerk |
| 1360 | Office Services Assistant |
| 1368 | Senior Administrative Clerk |
| 1409-1 | Information Systems Manager I |
| 1409-2 | Information Systems Manager II |
| 1429 | Applications Programmer / IT Specialist |
| 1431-2 | Programmer/Analyst II / Software Developer II |
| 1431-3 | Programmer/Analyst III / Software Developer III |
| 1431-4 | Programmer/Analyst IV / Software Developer IV |
| 1431-5 | Programmer/Analyst V / Software Developer V |
| 1455-1 | Systems Programmer I / Systems Administrator I |
| 1455-2 | Systems Programmer II / Systems Administrator II |
| 1455-3 | Systems Programmer III / Systems Administrator III |
| 1502 | Student Professional Worker |
| 1508 | Management Aide |
| 1513 | Accountant |

AS-NEEDED POSITIONS (Continued)

As-Needed Positions -To be employed in such numbers as required.

| <u>Code</u> | <u>Title</u> |
|-------------|---|
| 1523-1 | Senior Accountant I |
| 1523-2 | Senior Accountant II |
| 1525-1 | Principal Accountant I |
| 1525-2 | Principal Accountant II |
| 1535-1 | Administrative Intern I |
| 1535-2 | Administrative Intern II |
| 1538 | Senior Project Coordinator |
| 1539 | Management Assistant |
| 1555-2 | Fiscal Systems Specialist II |
| 1593-1 | Departmental Chief Accountant I |
| 1593-2 | Departmental Chief Accountant II |
| 1593-3 | Departmental Chief Accountant III |
| 1593-4 | Departmental Chief Accountant IV |
| 1596 | Systems Analyst |
| 1597-1 | Senior Systems Analyst I |
| 1597-2 | Senior Systems Analyst II |
| 1599 | Systems Aide |
| 1670-2 | Graphic Designer II |
| 1670-3 | Graphic Designer III |
| 1714-1 | Personnel Director I |
| 1714-2 | Personnel Director II |
| 1714-3 | Personnel Director III |
| 1731 | Personnel Analyst |
| 1742 | Human Resources Assistant |
| 1779-1 | Data Analyst I |
| 1779-2 | Data Analyst II |
| 1785-2 | Public Relations Specialist II |
| 1786 | Principal Public Relations Representative |
| 1793-2 | Photographer II |
| 1800-1 | Public Information Director I |
| 1800-2 | Public Information Director II |
| 1806 | Development and Marketing Director |
| 1831 | Warehouse and Toolroom Assistant |
| 1832-1 | Warehouse and Toolroom Worker I |
| 1832-2 | Warehouse and Toolroom Worker II |
| 1835-2 | Storekeeper II |
| 1837 | Senior Storekeeper |
| 1852 | Procurement Supervisor |
| 1859-1 | Procurement Analyst I |
| 1859-2 | Procurement Analyst II |
| 2385-1 | Social Worker I |
| 2385-2 | Social Worker II |
| 2385-3 | Social Worker III |

AS-NEEDED POSITIONS (Continued)

As-Needed Positions -To be employed in such numbers as required.

| <u>Code</u> | <u>Title</u> |
|-------------|---|
| 2495 | Volunteer Coordinator |
| 2501-2 | Community Program Assistant II |
| 2501-3 | Community Program Assistant III |
| 3108 | Maintenance Assistant |
| 3112 | Maintenance Laborer |
| 3113-F | Vocational Worker Warehouse and Toolroom Worker |
| 3113-G | Vocational Worker Gardener Caretaker |
| 3113-M | Vocational Worker Maintenance Laborer |
| 3141 | Gardener Caretaker |
| 3142 | Assistant Gardener |
| 3143 | Senior Gardener |
| 3168 | Senior Event Attendant |
| 3172 | Event Attendant |
| 3583 | Truck Operator |
| 6152-1 | Librarian I |
| 6152-2 | Librarian II |
| 6152-3 | Librarian III |
| 6153 | Senior Librarian |
| 6155-1 | Principal Librarian I |
| 6155-2 | Principal Librarian II |
| 6157 | Division Librarian |
| 7935-1 | Graphics Supervisor I |
| 7935-2 | Graphics Supervisor II |
| 9053 | Community Services Representative |
| 9054 | Community Services Assistant |
| 9055 | Community Services Trainee |
| 9167-1 | Senior Personnel Analyst I |
| 9167-2 | Senior Personnel Analyst II |
| 9171-1 | Senior Management Analyst I |
| 9171-2 | Senior Management Analyst II |
| 9182 | Chief Management Analyst |
| 9184 | Management Analyst |
| 9375 | Director of Systems |
| 9734-1 | Commission Executive Assistant I |
| 9734-2 | Commission Executive Assistant II |

NOTES

When a vacancy exists in any class of position, upon approval of the City Librarian, a greater number of persons than specified in this resolution may be employed in lieu thereof in another class of position having the same salary schedule or range, or lower, than that for the vacant position; provided further, that at no time shall the total number of persons employed in all classes exceed the total number of persons authorized in this resolution.

ADVANCE OVERTIME AUTHORITY

Paid overtime is authorized for the following classes of positions not to exceed the quantity and the hours per week per position indicated:

| <u>Class Code</u> | <u>Class Title</u> | <u>Quantity</u> | <u>Hours Per Week Per Position</u> |
|-------------------|---------------------------------------|-----------------|------------------------------------|
| 1116 | Secretary | 2 | 8 |
| 1117-2 | Exec Admin Assistant II | 1 | 8 |
| 1117-3 | Exec Admin Assistant III | 1 | 8 |
| 1119-1 | Acct Records Supervisor I | 1 | 8 |
| 1121-2 | Delivery Driver II | 4 | 8 |
| 1121-3 | Delivery Driver III | 1 | 8 |
| 1129 | Personnel Records Supervisor | 1 | 8 |
| 1170 | Payroll Supervisor | 2 | 8 |
| 1172-1 | Library Assistant I | 5 | 8 |
| 1172-2 | Library Assistant II | 3 | 8 |
| 1201 | Principal Clerk | 1 | 8 |
| 1223 | Accounting Clerk | 7 | 8 |
| 1358 | Administrative Clerk | 30 | 8 |
| 1368 | Senior Administrative Clerk | 1 | 8 |
| 1513 | Accountant | 1 | 8 |
| 1523-2 | Senior Accountant II | 1 | 8 |
| 1525-2 | Principal Accountant II | 1 | 8 |
| 1539 | Management Assistant | 2 | 8 |
| 1596 | System Analyst | 17 | 8 |
| 1731 | Personnel Analyst | 2 | 8 |
| 1785-2 | Public Relations Specialist II | 2 | 8 |
| 1786 | Principal Public Relations Rep | 1 | 8 |
| 1832-2 | Warehouse and Toolroom 1 Worker II | | 8 |
| 1835-2 | Storekeeper II | 1 | 8 |
| 1837 | Senior Storekeeper | 1 | 8 |
| 3168 | Senior Event Attendant | 1 | 8 |
| 3172 | Event Attendant | 5 | 8 |
| 6152-2 | Librarian II | 20 | 8 |
| 6152-3 | Librarian III | 5 | 8 |
| 6153 | Senior Librarian | 20 | 8 |
| 9167-1 | Senior Personnel Analyst I | 1 | 8 |
| 9171-1 | Senior Management Analyst I | 2 | 8 |
| 9184 | Management Analyst | 4 | 8 |
| 6155-1 | Principal Librarian I | 3 | 8 |

Overtime may be worked in excess of the above quantities and hours in response to emergencies, upon approval of the City Librarian and availability of funds.