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File #: 18-1046, Version: 1

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### **REPORT TO COUNCIL**

#### **SUBJECT**

Adopt a Resolution to Amend the Classification Plan and the City's Salary Resolution to Update the Schedule of Pay to Add the Classification of Superintendent of Libraries.

#### **BACKGROUND**

This report recommends amending the Classification Plan and the City's Salary Resolution to update the schedule of pay to add the newly established classification of Superintendent of Libraries.

#### **EXISTING POLICY**

Section 1103, entitled Classification, of the City Charter states that additions or changes to the classification plan may be adopted from time to time by the City Council upon the recommendation of the City Manager.

#### **ENVIRONMENTAL REVIEW**

The action being considered does not constitute a "project" with the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

#### **DISCUSSION**

In 2018, the Office of the City Manager approved a classification and compensation study request from the Department of Library and Community Services (LCS) to review a new classification of Superintendent of Libraries. Staff conducted a classification and compensation study that included a review of internal management reporting relationships, responsibilities, and associated salaries.

The proposed Superintendent of Libraries will be responsible for developing and implementing the workplan for the Library. Similar to the level of responsibility assigned to the Superintendent of Community Services, the Superintendent of Libraries plans, organizes and directs Library activities including the development of programs and services; directs, oversees and participates in the development of the Library work plan; assigns work activities, projects and programs; monitors work flow; and reviews and evaluates work products, methods and procedures. The Superintendent of Libraries classification will report directly to the Director of Library and Community Services.

The Superintendent of Libraries classification will be represented by the Sunnyvale Managers Association (SMA).

#### **FISCAL IMPACT**

Positions in the Library are funded by the General Fund. The new Superintendent of Libraries will replace the currently budgeted Administrative Librarian. The difference in cost is approximately

\$27,464 per year, totaling approximately \$687,000 over twenty years. The initial cost can be absorbed by the Department and will be included in the FY 2019/20 Recommended Budget.

**PUBLIC CONTACT**

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall, at the Sunnyvale Senior Center, Community Center and Department of Public Safety; and by making the agenda and report available at the Sunnyvale Public Library, the Office of the City Clerk and on the City's website.

**RECOMMENDATION**

Adopt the Resolution amending Resolution Nos. 143-77 and 190-05 to Add the New Classification of Superintendent of Libraries to the Classification Plan of the Civil Service and Amend the City's Salary Resolution to Update the Schedule of Pay to Include the Classification

Prepared by: Delanie LoFranco, Human Resources Manager

Reviewed by: Tina Murphy, Director, Human Resources

Reviewed by: Teri Silva, Assistant City Manager

Approved by: Kent Steffens, City Manager

**ATTACHMENTS**

1. Resolution