

# MEETING AGENDA

City of Huntington Beach  
PERSONNEL COMMISSION  
Wednesday, November 16, 2011  
Civic Center, Room B-8  
5:30 P.M.

## 1. CALL TO ORDER

Commissioners: Barton, Bush, Clemens, Elford, Garner, Inglee, Lipson

Staff Liaison: Paul Emery, Deputy City Administrator

Also present:

Michele Carr, Secretary to the Personnel Commission/ Director of Human Resources

Jennifer McGrath, City Attorney

JoAnn Diaz, Principal Human Resources Analyst

Sandy Henderson, Administrative Aide

## 2. PLEDGE OF ALLEGIANCE

## 3. PUBLIC COMMENTS

The Personnel Commission welcomes public comments on all items on this agenda or of community interest. We respectfully request that this public forum be utilized in a positive and/or constructive manner. Please focus your comments on the issue or problem that you would like to bring to the attention of the Personnel Commission. Negative comments directed at individuals are not acceptable.

Three (3) minutes per person. Time may not be donated to others. No action can be taken by the Personnel Commission on this date unless agendaized. This is the time to address the Personnel Commission regarding items of interest or on agenda items other than public hearings.

## 4. PUBLIC HEARING

Public Hearing in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan. Reference material included:

- a. Discussion on the job specification revisions for the position of **Senior Librarian** in the Library Services Department amending the City's Classification Plan.

### **Recommended Action:**

Approve the job specification revisions of the position of **Senior Librarian** in the Library Services Department amending the City's Classification Plan.

## 5. GRIEVANCE APPEAL HEARING PROCEDURES

## **6. COMMENTS FROM COMMISSIONERS**

Announcements, brief report regarding Commissioner activities, ask questions for clarification, request information from Staff, direction to Staff regarding a future agenda item or for the provision of information for a future meeting.

## **7. ADJOURNMENT**

Meeting adjourned to the next regularly posted meeting of December 21, 2011.

**ITEM # 4**



**CITY OF HUNTINGTON BEACH  
INTER-DEPARTMENTAL COMMUNICATION  
HUMAN RESOURCES**

**TO:** PERSONNEL COMMISSION  
**FROM:** MICHELE CARR, DIRECTOR OF HUMAN RESOURCES  
**SUBJECT:** REVISIONS TO SENIOR LIBRARIAN JOB CLASSIFICATION SPECIFICATION  
**DATE:** NOVEMBER 16, 2011

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The **Senior Librarian** is a multi-position classification within the librarian job series, represented by the Management Employees Organization (MEO). The existing job classification specification was reviewed by the Library Services and Human Resources Departments. The edits to the **Senior Librarian** job specification were necessary to incorporate the information technology components of the job. The modifications are not significant to warrant a change of class, title or compensation.

The City and MEO have met and conferred regarding the changes to this classification. The recommendation presented is based upon the department's input and the meet and confer process.

At this time staff requests the Personnel Commission to approve staff's recommendations in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

**STAFF RECOMMENDATION**

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<b>Job Class Title:</b>	<b>Senior Librarian</b>
<b>Action:</b>	<b>Update Classification</b>
<b>Affected Employees:</b>	<b>None</b>
<b>Recommendation:</b>	<b>Approve the updated job class specification.</b>

Att: Senior Librarian

c: Stephanie Beverage, Director of Library Services  
Scott Field, MEO President

CITY OF HUNTINGTON BEACH  
CLASS SPECIFICATION



TITLE: SENIOR LIBRARIAN

DATE: JULY, 1993

JOB CODE: **01140077**  
EMPLOYMENT STATUS: **REGULAR FULL-TIME**  
UNIT REPRESENTATION: **MEAMEO**  
FLSA STATUS: **NON-EXEMPT**

**DUTIES JOB SUMMARY**

~~The fundamental reason this classification exists is to perform complex professional library duties related to children's, reference, circulation, cataloging, and patron support services.~~

~~Under general supervision, performs specialized professional library work pertaining to a specific division of the library.~~

**SUPERVISION RECEIVED AND EXERCISED**

~~Reports to: Principal Librarian~~

~~Supervises: Professional and clerical library staff and volunteers~~

**DISTINGUISHING CHARACTERISTICS**

~~Senior Librarian is an advanced journey-level position. The position is distinguished from the Librarian classification by the level of responsibility assumed, the supervisory responsibilities, and the complexity of the duties assigned. The position is distinguished from the Principal Librarian classification in that the Principal Librarian exercises managerial authority over all library personnel and functions while the Senior Librarian is responsible for the work activities of a specific division/area.~~

~~A Librarian Senior performs advanced journey level work. An incumbent works under the supervision of department management and supervises a section which may employ professional, technical, support, and volunteer staff.~~

**EXAMPLES OF ESSENTIAL DUTIES**

- ~~Plans, organizes and supervises a section/division/area within of the library; assists and instructs patrons in the use of library facilities and services and in their selection of library materials; answers complex and difficult reference questions; prepares work schedules of personnel and volunteers; supervises staff, evaluates performance, and recommends personnel actions~~
- ~~Acquires and makes available for public use dispenses informational materials in all formats such as reference, children's and media services including the use of online database systems;~~

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- Coordinates and oversees the classifications and cataloging of difficult and complex library materials, working with vendors and staff to which are difficult and complex to categorize, utilizing automated computerized systems and technology tools;
  - Implements and maintains automated information systems, such as the Library's integrated system and patron database, as well as other electronic resources and databases, both on site and remotely available
  - Interacts with the vendors and suppliers to assess and analyze workflow in support of direct customer service
  - Serves as liaison to other service areas and departments on issues involving shared services, technology and web-based services
  - Coordinates the library's web and social media presence; works with other library entities to maintain a positive and effective presence in the virtual community
  - involving the use of computers, laser discs, and related technology; compiles book lists and selects materials for inclusion in the library's collection; compiles new files of information and keeps them updated; prepares bibliographies; revises documents, pamphlets, and magazine files as necessary; orders books, e resources and other materials in accordance with informational needs of the community and requests of readers; and maintains library collections;
  - Maintains statistical data and other records; prepares statistical and written reports including initial operating budgets information;
  - Monitors and controls budget expenditures for within assigned section/division; selects and recommends purchase of equipment, services, materials, and supplies
  - ; prepares Develops and submits prepares grant applications to funding authorities for library programs, services, and materials;
  - selects and recommends purchase of equipment, materials, and supplies; participates on the Library Management Team; assists in departmental public relations activities; coordinates with library support groups and volunteers in fundraising activities; coordinates tours, video programming on projects and other activities with schools and community groups
- prepares staff schedule; supervises staff, evaluates performance, and recommends personnel actions; coordinates tours, video programming on projects and other activities with schools and community groups.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add,

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modify, change or rescind work assignments as needed.

**MINIMUM QUALIFICATIONS**

*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*

**Knowledge of:**

- ~~Theories~~Professional standards, principles, and practices of library and information science, library reference materials and procedures, cataloging and classification techniques; library operations including the planning and scheduling of work activities in numerous locations;
- principles and practices of supervision; personnel policies and procedures; Automated library information systems, software and equipment usagecomputer operation especially related to automated library systems;
- basic statistics and business math; budgetary planning and preparation; customer service techniquesLibrary materials and resources in a broad spectrum of subjects and formats.
- Collection development and cataloging and classification procedures for a variety of materials and formats.
- Research techniques using print, media, electronic databases and the Internet.
- Principles and practices of supervision
- Basic statistics and business math;
- Budgetary planning and preparation
- Customer service and public relations

**Ability to:**

- Develop, coordinate and implement library service programs and activities within a specialized library function, included but not limited to children's services, research, technology, circulation, cataloging and patron support services
- Plan, organize and direct the work of professional and paraprofessional staff and volunteers
- Prepare clear and concise reports, correspondence and other written materials
- Mitigate customer service issues
- Develop appropriate and effective collections/resources within an assigned area
- Operate library automation system and other computer equipment.
- ~~Perform library reference and reader advisory work;~~ eClassify and catalog materials and ; learn and implement cataloging systems;

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- ~~prepare and conduct special children's programs;~~ prepare statistical reports using spreadsheet programs;
- ~~write detailed reports, recommendations, and correspondence; provide and follow written and oral instruction; communicate and interact effectively both verbally and in writing with patrons and staff;~~ prepare budget information.
- Maintain accurate records; operate personal computer and standard software applications
- Establish and maintain effective interpersonal relations with those contacted in the course of work
- Communicate effectively, both orally and in writing
- Analyze data, recognize problems, arrive at sound conclusions, and make logical recommendations and/or decisions

**Education:** ~~Equivalent to a Master's degree in Library Science.~~ ALA-accredited Master's Degree in Library and Information Science.

**Experience:** Two (2) years full-time professional library experience.

**CERTIFICATE/LICENSE:** A valid California Class C driver's license and an acceptable driving record are required by time of appointment.

### PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

The incumbent must meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties performed.

Tasks involve the ability to exert physical effort in sedentary to light work including moving from one area of the office to another; lifting, carrying, pushing and/or pulling objects and materials of light weight (5 - 10 pounds), and sitting, reaching, twisting, and leaning. Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/materials used in performing essential functions such as computer keyboards, calculators, copiers, and other office equipment. Requires hearing and speaking to answer the telephone or answer questions of co-workers, subordinates, or the general public. Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.