
Sponsor: Human Resources

Meeting Date: 10/1/2024

Title: Revised Salary Plan and Grade for the Job Classification,
Director of Ramsey County Libraries - Unclassified

File Number: 2024-428

Background and Rationale:

Human Resources requests that the Director of Ramsey County Libraries job classification be permanently moved to a new salary schedule and grade.

- Current information: Salary Plan 99 Grade 99
- New Information: Salary Plan 98B Grade 43 (Annual Salary Range: \$118,807-\$176,308)

This request follows a careful review of a board resolution B2023-092 from June 2023. This resolution was submitted to the Ramsey County Board of Commissioners to inform the board of specific changes pertaining to the Ramsey County Library Advisory Board's (Library Board) roles and responsibilities. Effective June 2023, the Library Board is no longer responsible for hiring the Director of Ramsey County Libraries, determining their salary after hire, and deciding on any subsequent salary increases. The Library Board will now function in an advisory and support capacity only. The responsibility to hire and set compensation for the Director of Ramsey County Libraries now sits with Ramsey County, in accordance with Minnesota Statutes: Section 383A.282 County Board Responsibilities and Section 383A.286 Unclassified Service and Ramsey County Administrative Code, Chapter 4.36 - Human Resources.

Human Resources department followed its normal process for a review and recommendation of this change to a salary plan and grade. This recommended change aligns with Ramsey County's compensation philosophy and properly aligns the level of work within the structure and supports Ramsey County's vision, mission, and goals.

Ramsey County is committed to administering a compensation program in a manner that is fair and equitable. Ramsey County will position itself at the 65th percentile of its relevant core comparators ensuring that our organization is competitive within the public service sector.

- It is recommended that the Director of Ramsey County Libraries job classification is allocated to salary plan 98B Grade 43 with an annual salary range of \$118,807-\$176,308.
- The 65th percentile of the comparable market is encompassed in the recommended salary plan and grade.

The recommended salary plan and grade is based on the Ramsey County's job evaluation procedures and policies and is consistent with county compensation policy and practices (Resolution 95-356 and the Personnel Act - Minnesota Statutes 383A.282).

The Director of Ramsey County Libraries position has the overall responsibility in leading county wide efforts in establishing and directing strategic plans with a consideration for racial equity in all work and in alignment with Ramsey County values, goals, and strategic priorities. The Director of Ramsey County Libraries will work to ensure a cohesive, strategic, and sound approach across employees and leaders at each individual library location to ensure county-wide effectiveness.

The Director of Ramsey County Libraries (Unclassified) meets the standards and criteria of the Personnel Act - Minnesota Statutes 383A.286, Subdivision 3 to be placed in the unclassified service.

Recommendation:

The Ramsey County Board of Commissioners resolved to:

Approve the revised salary plan and grade for the job classification: Director of Ramsey County Libraries - Unclassified to the following:

- Salary Plan 98B Grade 43 (Annual Salary Range: \$118,807-\$176,308)

A motion to approve was made by Commissioner Ortega, seconded by Commissioner McGuire. Motion passed.

Aye: - 6: Frethem, McGuire, Moran, Ortega, Reinhardt, and Xiong

By: 

Mee Cheng, Chief Clerk - County Board