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**Sponsor:** Human Resources

**Meeting Date:** 9/3/2024

**Title:** Salary Schedule and Grade for Library Assistant and Senior Library Assistant - Classified Positions

**File Number:** 2024-359

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**Background and Rationale:**

Human Resources is recommending the creation of two new represented job classifications: Library Assistant and Senior Library Assistant. The recommendation includes reclassifying the Library Page and Library Clerk Typist 1-2 to Library Assistant and reclassifying the Library Clerk Typist 3 to Senior Library Assistant. Ramsey County Human Resources, Library management and AFSCME Local 8 General are in agreement and have shared unified support of this recommendation.

Historically, Library Page and Clerk Typists within the Library perform equivalent work, yet Library Page compensation and growth opportunities are limited. The creation of these two new job classifications will better define the role and potential to advance, as well as offer more equitable pay for employees. Approximately 20 current Library employees will require a wage adjustment as part of this reclassification.

The Library Assistant primary responsibilities will be to provide assistance to library patrons, staff the service desk, check out library materials, assist with self-service checkout, process library card applications, collect fees and troubleshoot patron issues, shelve library materials, and process returned library materials via an automated materials handling system or manual check-in.

The Senior Library Assistant will be responsible for similar job duties as the Library Assistant, as well as providing guidance and direction to Library Assistants and volunteers, and serving on Library system-wide projects and initiatives.

Ramsey County is committed to administering a classification and compensation program in a manner that is fair and equitable. Human Resources conducted a comprehensive compensation study while incorporating Talent Priority recommendations for classifications that align with Ramsey County's vision, mission, and goals.

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.

- To be in alignment with the market and consider internal equity, it is recommended that the following job classifications are allocated to:
  - Library Assistant: Salary Plan 22M, Grade 11F \$36,480.79 - \$50,907.00 annually/\$17.538841 - \$24.474520 hourly
  - Senior Library Assistant: Salary Plan 22M, Grade 14F \$39,713.22 - \$ 57,759.59 annually/\$19.092895 - \$27.769035 hourly
- The 65th percentile of the comparable market is encompassed in the recommended salary plans and grades.

The recommended salary is based on the Ramsey County's job evaluation procedures and policies and is consistent with the County's compensation policy and practices (Minnesota Statutes

383A.282).

The Library Assistant and Senior Library Assistant meet the standards and criteria of Minnesota Statutes 383A.285 to be placed in the classified service.

**Recommendation:**

The Ramsey County Board of Commissioners resolved to:

Approve designation of two new job classifications within the Library Department to the classified service in accordance with Minnesota Statutes 383A.285, Subdivision 3:

- Job Classification: Library Assistant - Classified
  - Schedule: 22M
  - Grade: 11F
  - Annual Salary Range: \$36,480 - \$50,907
- Job Classification: Senior Library Assistant - Classified
  - Schedule: 22M
  - Grade: 15F
  - Annual Salary Range: \$41,135 - \$60,068

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

Aye: - 5: Frethem, Moran, Ortega, Reinhardt, and Xiong

Absent: - 1: McGuire

By:   
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Mee Cheng, Chief Clerk - County Board