



TO: Mayor and Councilmembers

FROM: Michelle Greene, City Manager

CONTACT: Carmen Nichols, Deputy City Manager

SUBJECT: Amendment to the City of Goleta Schedule of Authorized Positions and Salary Schedule and Classification Plan for Fiscal Year 2017/18 and 2018/19

RECOMMENDATION:

Adopt Resolution No. 18-__ entitled, "A Resolution of the City Council of the City of Goleta, California, Amending the City of Goleta Schedule of Authorized Positions and the City of Goleta Salary Schedule and Classification Plan for Fiscal Year 2017/18 and Fiscal Year 2018/19, Adding the Classification Specifications of Library Assistant I and II, Library Technician, Librarian I, Librarian II/Children's Librarian, Supervising Librarian, Library Services Manager.

BACKGROUND:

On June 6, 2017, City Council adopted Resolution No. 17-21 which adopted the City of Goleta's Schedule of Authorized Positions and the City's Salary Schedule and Classification Plan for Fiscal Year 2017/18 and FY 2018/19. On October 3, 2017, the Council approved a Resolution amending the Salary Schedule to include the Library Director and a full-time equivalency for the Planning Permit Technician.

This report requests additional adjustments to the City's Schedule of Authorized Positions and Salary Schedule and Classification Plan for Fiscal Year 2017/18 and FY 2018/19 to include the remaining library staff positions (Library Assistant I and II, Library Technician, Librarian I, Librarian II/Children's Librarian, Supervising Librarian, Library Services Manager).

DISCUSSION:

The City of Goleta is on track to assume management and operation of the Goleta Library beginning July 1, 2018. The Library Director recruitment is currently underway, and selection is expected by early to mid-February. Staff has hired a contract Interim Director

that has begun working on some of the duties associated with the transition while the recruitment for the permanent director is underway.

One of the key tasks in the transition process is the proper staffing of the library. On August 1, 2017, the City Council was presented with a Financial Feasibility Analysis report and a projected library budget. As part of that report, the proposed budget included salaries and benefits calculations for a staff of 22 employees including the Library Director, and consisting of 16 part-time staff and 6 full-time staff. Then on August 15, 2017, the City Council continued the Financial Feasibility Analysis discussion, whereby the salary and benefit calculations were adjusted slightly to reflect staffing of 21 current employees rather than the 22 employees (based on updated information received from the City of Santa Barbara at the time). Then on January 5, 2018, City of Santa Barbara provided Goleta staff with an updated listing of current staff at the Goleta Library, including their names, classifications, full-time/ part-time status, length of employment, and current pay. The list shows a total of 19 staff at the library, including 5 full-time and 14 part-time staff (of which 5 are Library Page interns). The addition of the permanent Library Director makes for a total of 20 positions.

One concern briefly discussed by the City Council was how the transition to municipal library management would impact the library's existing staff. It is staff's recommendation that the City offer all existing library staff (currently City of Santa Barbara employees) the opportunity to transition their employment to become City of Goleta employees effective July 1, 2018. It is staff's goal, aligned with the City of Santa Barbara's timeline, to have completed the analysis and discussions with prospective employees so that employment offers can be distributed by March 1, with a start date of July 1, 2018. The City of Goleta, with input from its Library Director, will need to advertise for, and hire any positions that may become vacant as a result of any existing employees choosing not to transition to City of Goleta employment.

Before those discussions can take place, positions must be included in Goleta's Salary Schedule and Classification Plan. An initial analysis to place positions in the proper range was completed as part of the Financial Feasibility Analysis report; however, the revisions to the Salary Schedule, Classification Plan and Schedule of Authorized Positions must be adopted by the City Council by a Resolution amending the current Schedules and Plan. The Library Department's budget for FY 2018/19 will be updated to include salary and benefit costs during the mid-cycle budget review process.

The amendments to the schedules include seven new classifications. The job descriptions for each of these new classifications are included. The City will be transitioning and/or hiring 20 new staff, which includes 6 full-time staff (inclusive of the Library Director) and 14 part-time staff, 5 of which are classified as Library Page interns, and thus receive limited benefits. Adoption of these positions will allow the City to employ staff for library operations beginning July 1, 2018.

FISCAL IMPACTS:

There is no fiscal impact in the current fiscal year related to the adoption of these positions, except staff time involved in the hiring and transition process. Staff is only recommending adoption of the resolution to amend the Schedule of Authorized Positions and Salary Schedule and Classification Plan for FY 2017/18 and FY 2018/19, in preparation of taking over library operations. The estimated fiscal impacts starting in FY 2018/19 for total salary and benefits will range from \$886,339 to \$938,365 (which includes the Library Director position that was adopted on October 3, 2017). Total actual salary and benefit costs for full-time and part-time employees will be dependent upon the salary step at which each library employee is hired. The following table provides the estimated total costs for salary and benefits in FY 2018/19 and utilizes the City's current Step 5 salary levels for full-time employees, Step 2 is used for part-time employees (at 15 hours a week), and current intern rate of \$12 (at 15 hours a week) for presentation purposes:

Salary Grade	Full-Time Employees	# of Employees	Estimated Salaries & Benefits
101	Library Assistant I	3	\$213,554
106	Librarian II/Children's Librarian	1	95,872
111	Supervising Librarian	1	133,640
117	Library Director	1	217,519
	Total Full-Time	6	\$660,585
	Part-Time Employees		
103	Library Technician	5	131,985
101	Library Assistant I	4	95,106
	Total Part-Time	14	\$227,091
	Hourly Employee		
Intern	Library Page I	5	50,689
	Total Hourly Employee	5	
	Total	20	\$938,365

Hourly Employee (Intern) positions receive limited benefits and work less than 1,000 hours per fiscal year.

During the mid-cycle budget review for FY 2018/19, salary and benefit amounts will be further analyzed and updated. Funding for these positions will be supported by a combination of library special taxes (Measure L) and General Fund. The mid-cycle budget review will also include updates to all other library revenues and expenditures for operations that will be taken to Council for final adoption in June 2018.

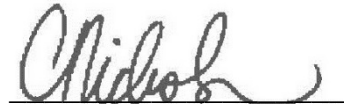
ALTERNATIVES:

Council could choose to hold off taking action on this item. However, doing so would delay the process of placing library staff in time for the July 1, 2018 cross over date, potentially impacting library operations.

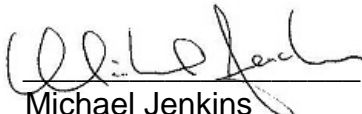
Review By:

Legal Review By:

Approved By:



Carmen Nichols
Deputy City Manager



Michael Jenkins
Interim City Attorney



Michelle Greene
City Manager

ATTACHMENTS:

1. Job Descriptions for Library support classifications: Library Assistant I and II, Library Technician, Librarian I, Librarian II/Children's Librarian, Supervising Librarian, Library Services Manager
2. Resolution No. 18-__ entitled, "A Resolution of the City Council of the City of Goleta, California, Amending the City of Goleta Schedule of Authorized Positions and the City of Goleta Salary Schedule and Classification Plan for Fiscal Year 2017-18 and Fiscal Year 2018-19, adding the classification specification of Library Assistant I and II, Library Technician, Librarian I, Librarian II/Children's Librarian, Supervising Librarian, Library Services Manager

Attachment 1

Job Descriptions for Library support classifications: Library Assistant I and II, Library Technician, Librarian I, Librarian II/Children's Librarian, Supervising Librarian, Library Services Manager

CITY OF GOLETA, CALIFORNIA LIBRARY ASSISTANT I

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a wide variety of technical and clerical library work including cataloging and circulating material for a specific function of the library; to perform technical and clerical work in support of various sections of the library; and to provide general information and assistance to library patrons.

CLASS CHARACTERISTICS

This is the entry level class of the Library Assistant series. This class is distinguished from the Library Assistant II by the performance of the more routine tasks and duties assigned. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

ESSENTIAL JOB FUNCTIONS

The following duties are typical for positions in this classification. Incumbents may not perform all listed job functions, nor are all listed duties necessarily performed by everyone in this class depending upon business need and changing business practices:

1. Provide exemplary customer service to all individuals by demonstrating a willingness to be attentive, understanding, responsive, fair, courteous and respectful, and to actively participate in maintaining a positive customer service environment.
2. Check out library materials to patrons; check in and prepare materials for return to the circulating collection; register new patrons, collect overdue fines.
3. Respond to patron in-person and telephone requests for library materials, services and information; assist patrons in completing requests for materials not available in the local collection.
4. Process items received on loan including the creation and deletion of temporary catalog records in online circulation system; may process interlibrary loan requests.
5. Input data into library computer systems; make corrections; add or delete entries on bibliographic records; correct author and subject entries; search for missing books as necessary.
6. Monitor overdue loans; prepare special billings; receive, deposit and post money from patrons for fees owed to the library.
7. Perform general clerical work; type a variety of documents; answer phones; enter information into computer; maintain files and records; process and distribute the mail.
8. Operate a variety of office equipment including a computer, typewriter, telephone system, cash register, copy machine, facsimile machine and other related equipment.
9. Assist in monitoring, ordering and receiving supplies; maintain files of equipment and supplies.
10. Participate in the preparation and maintenance of displays and exhibits; assist with seasonal and ongoing programs and activities.

QUALIFICATIONS GUIDELINES

Education, Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- Equivalent to the completion of the twelfth grade.

Experience:

- One year of general clerical experience.

Knowledge and Abilities**Knowledge of:**

- Modern office procedures, methods and computer equipment.
- Principles and procedures of record keeping.
- English usage, spelling, grammar and punctuation.
- Basic mathematical principles.

Ability to:

- Learn basic library services and functions.
- Learn library terminology.
- Type at a speed necessary for successful job performance.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
 - Sitting or standing for extended periods of time
 - Operating assigned equipment
- Maintain effective audiovisual discrimination and perception needed for:
 - Making observations
 - Communicating with others
 - Reading and writing
 - Operating assigned equipment

PHYSICAL AND MENTAL DEMANDS/WORKING CONDITIONS

The physical and mental demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

- **Mental function:** Includes reading, writing, mathematical computations, operating a computer, problem solving, managing multiple projects, calmly handling complaints and problems from irate citizens or contractors, and decision making under stressful conditions.
- **Productivity:** Incumbents must perform work in an efficient, effective and timely manner with minimal direction.
- **Mobility:** Incumbents require sufficient mobility to work in an office setting and operate office equipment. Essential functions may require maintaining physical condition necessary for sitting or standing for prolonged periods of time; requires some bending and lifting up to 25 pounds
- **Vision:** Vision sufficient to read small print, computer screens, and printed documents, and to operate assigned equipment.
- **Hearing:** Incumbents are required to hear in the normal audio range with or without correction.
- **Environment:** Library environment; work closely with the public; work with computer and

office equipment.

- Other factors: Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings and to use a personal vehicle in the course of employment.

Date Adopted:

Date Revised:

CITY OF GOLETA, CALIFORNIA LIBRARY ASSISTANT II

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To lead and perform a wide variety of technical and clerical library work including cataloging and circulating material for a specific function of the library; to perform technical and clerical work in support of various sections of the library; and to provide general information and assistance to library patrons.

CLASS CHARACTERISTICS

This is the journey level class of the Library Assistant series. This class is distinguished from the Library Assistant I by the performance of the full range of tasks and duties assigned including overseeing pages and training staff. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

ESSENTIAL JOB FUNCTIONS

The following duties are typical for positions in this classification. Incumbents may not perform all listed job functions, nor are all listed duties necessarily performed by everyone in this class depending upon business need and changing business practices:

1. Provide exemplary customer service to all individuals by demonstrating a willingness to be attentive, understanding, responsive, fair, courteous and respectful, and to actively participate in maintaining a positive customer service environment.
2. Lead and train shelving pages; participate in the selection and evaluation of staff; answer and resolve public questions and disputes.
3. Check out library materials to patrons; check in and prepare materials for return to the circulating collection; register new patrons, collect overdue fines.
4. Respond to patron in-person and telephone requests for library materials, services and information; assist patrons in completing requests for materials not available in the local collection.
5. Input data into library computer systems; make corrections; add or delete entries on bibliographic records; correct author and subject entries; search for missing books as necessary.
6. Monitor overdue loans; prepare special billings; receive, deposit and post money from patrons for fees owed to the library; prepare receipts for money collected.
7. Perform general clerical work; type a variety of documents; answer phones; enter information into computer; maintain files and records; process and distribute the mail.
8. Operate a variety of office equipment including a computer, typewriter, telephone system, cash register, copy machine, facsimile machine and other related equipment.
9. Assist in monitoring, ordering and receiving supplies; maintain files of equipment and supplies.
10. Participate in the preparation and maintenance of displays and exhibits; assist with seasonal and ongoing programs and activities.
11. Assist in preparing and conducting story times and other children's programming.
12. Perform related duties and responsibilities as required.

QUALIFICATIONS GUIDELINES

Education, Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- Equivalent to the completion of the twelfth grade.

Experience:

- One year of library experience.

Knowledge and Abilities

Knowledge of:

- Modern office procedures, methods and computer equipment.
- Principles and procedures of record keeping.
- English usage, spelling, grammar and punctuation.
- Basic mathematical principles.

Ability to:

- Learn basic library services and functions.
- Learn library terminology.
- Type at a speed necessary for successful job performance.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
 - Sitting or standing for extended periods of time
 - Operating assigned equipment
- Maintain effective audiovisual discrimination and perception needed for:
 - Making observations
 - Communicating with others
 - Reading and writing
 - Operating assigned equipment

PHYSICAL AND MENTAL DEMANDS/WORKING CONDITIONS

The physical and mental demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

- **Mental function:** Includes reading, writing, mathematical computations, operating a computer, problem solving, managing multiple projects, calmly handling complaints and problems from irate citizens or contractors, and decision making under stressful conditions.
- **Productivity:** Incumbents must perform work in an efficient, effective and timely manner with minimal direction.
- **Mobility:** Incumbents require sufficient mobility to work in an office setting and operate office equipment. Essential functions may require maintaining physical condition necessary for sitting or standing for prolonged periods of time; requires some bending and lifting up to 25 pounds
- **Vision:** Vision sufficient to read small print, computer screens, and printed documents, and to operate assigned equipment.

LIBRARY ASSISTANT II

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- **Hearing:** Incumbents are required to hear in the normal audio range with or without correction.
- **Environment:** Library environment; work closely with the public; work with computer and office equipment.
- **Other factors:** Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings and to use a personal vehicle in the course of employment.

Date Adopted:

Date Revised:

CITY OF GOLETA, CALIFORNIA LIBRARY TECHNICIAN

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a wide variety of journey level technical library work including acquiring, cataloging and circulating material for a specific function of the library; to perform technical and clerical work in support of various sections of the library; and to provide general information and assistance to library patrons.

CLASS CHARACTERISTICS

This is the full journey level class within the Library Technician series. Employees within this class are distinguished from the Library Assistant series by the performance of the full range of duties assigned including assisting in the acquisition and cataloging of library materials. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Senior Library Technician in that the latter plans, directs and leads a unit or department within the library.

ESSENTIAL JOB FUNCTIONS

The following duties are typical for positions in this classification. Incumbents may not perform all listed job functions, nor are all listed duties necessarily performed by everyone in this class depending upon business need and changing business practices:

1. Provide exemplary customer service to all individuals by demonstrating a willingness to be attentive, understanding, responsive, fair, courteous and respectful, and to actively participate in maintaining a positive customer service environment.
2. Perform both general and specialized tasks related to the circulation, acquisition, or cataloging of library materials; assist in the processing and maintenance of library materials; provide assistance at public desks within the library.
3. Prepare print and non-print materials for introduction into the library collection; catalog and classify books; assign Dewey classification numbers and Library of Congress subject headings; perform original cataloging; verify catalog cards, labels, and pockets; affix identification labels to materials.
4. Assist patrons with microfiche including retrieving and instructing patrons on correct usage.
5. Check out library materials to patrons; check in and prepare materials for return to the circulating collection; register new patrons, collect overdue fines.
6. Participate in the preparation and maintenance of displays; assist with seasonal and ongoing programs and activities.
7. Input data into library computer systems; make corrections; add or delete entries on bibliographic records; correct author and subject entries.
8. Respond to patron in-person and telephone requests for library materials, services and basic reference information; assist patrons in completing requests for material not available in the local collection.
9. Participate in the promotion of library services and resources; assist in giving library tours to groups; assist in the preparation of informational handouts for public distribution including calendars and flyers.
10. Coordinate the scheduling of library facilities; ensure that events are publicized.

11. Perform general clerical work; type a variety of documents; answer phones; enter information into a computer; maintain files and records; process and distribute the mail.
12. Operate a variety of office equipment including a computer, typewriter, telephone system, cash register, copy machine, facsimile machine and other related equipment.
13. Monitor, order, and receive supplies; maintain files of equipment and supplies.
14. May be assigned to drive the Bookmobile.
15. May supervise, schedule, train and evaluate the work of employees.
16. Perform related duties and responsibilities as required.

QUALIFICATIONS GUIDELINES

Education, Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- Equivalent to the completion of the twelfth grade.

Experience:

- Two years of technical and clerical library experience including the acquisition, cataloging, and circulation of a variety of library materials.

Knowledge and Abilities

Knowledge of:

- Library services and functions.
- Library terminology.
- Practices and techniques of library material classification and cataloging.
- Computerized cataloging, bibliographical and circulation system databases.
- Library equipment and tools including personal computers, Internet, CD readers, indices, microfilm/fiche readers and printers.
- Principles and procedures of record keeping.
- English usage, spelling, grammar and punctuation.
- Modern office procedures, methods and computer equipment.

Ability to:

- Perform a variety of journey level technical and clerical library work.
- Operate computerized cataloging, bibliographical and circulation system databases.
- Keyboarding speed necessary for successful job performance.
- Understand and follow oral and written instructions.
- Work independently in the absence of supervision.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Supervise the work of volunteers and employees.
- Perform routine reference searches.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
 - Sitting or standing for extended periods of time
 - Operating assigned equipment

- Maintain effective audiovisual discrimination and perception needed for:
 - Making observations
 - Communicating with others
 - Reading and writing
 - Operating assigned equipment

Special Requirements

- Possession of a valid Class "C" California driver's license and a satisfactory driving record.
- Bookmobile assignment requires possession of a valid Class "B" California driver's license and a satisfactory driving record.

PHYSICAL AND MENTAL DEMANDS/WORKING CONDITIONS

The physical and mental demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

- Mental function: Includes reading, writing, mathematical computations, operating a computer, problem solving, managing multiple projects, calmly handling complaints and problems from irate citizens or contractors, and decision making under stressful conditions.
- Productivity: Incumbents must perform work in an efficient, effective and timely manner with minimal direction.
- Mobility: Incumbents require sufficient mobility to work in an office setting and operate office equipment. Essential functions may require maintaining physical condition necessary for sitting or standing for prolonged periods of time; requires some bending and lifting up to 25 pounds; physical agility necessary to drive the Bookmobile.
- Vision: Vision sufficient to read small print, computer screens, and printed documents, and to operate assigned equipment.
- Hearing: Incumbents are required to hear in the normal audio range with or without correction.
- Environment: Library environment; work closely with the public; work with computer and office equipment.
- Other factors: Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings and to use a personal vehicle in the course of employment.

Date Adopted:

Date Revised:

CITY OF GOLETA, CALIFORNIA LIBRARIAN I

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a variety of professional library functions involved in assisting library patrons with their informational needs; plan and implement library programs; participate in the development of the library collection; and provide assistance, education and information to the public regarding library use and services.

CLASS CHARACTERISTICS

This is the entry level class of the Librarian series. This class is distinguished from the Librarian II by the amount of technical knowledge and experience that is required and applied in the performance of duties including performing routine librarian activities. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

ESSENTIAL JOB FUNCTIONS

The following duties are typical for positions in this classification. Incumbents may not perform all listed job functions, nor are all listed duties necessarily performed by everyone in this class depending upon business need and changing business practices:

1. Provide exemplary customer service to all individuals by demonstrating a willingness to be attentive, understanding, responsive, fair, courteous and respectful, and to actively participate in maintaining a positive customer service environment.
2. Provide technical and professional assistance to library patrons including location and selection of reading materials and information; educate patrons in the use of library resources and equipment; answer a variety of questions on library activities.
3. Maintain assigned section of the library collection; evaluate and select library materials; recommend and purchase materials for collection development; remove obsolete, nonrelevant and worn books from library collection.
4. Read a wide variety of book reviews and evaluations of new books for collection recommendation and inclusion.
5. Participate in the maintenance of the online public access catalog; select, organize and classify information and referral services; utilize a variety of databases to perform research activities.
6. Participate in the preparation of a variety of records and reports; compile and analyze data; participate in the development of grant proposals.
7. Respond to inquiries from the public; research complex and difficult questions; refer to appropriate sources.
8. Promote library services and resources through the use of exhibits, tours, outreach and the media; prepare informational handouts for public distribution including calendars and flyers.
9. Participate in the administration of a variety of library programs including volunteer, summer youth, and books on tape loan programs; develop and coordinate assigned library programs; work with contract personnel for program activities.
10. Recommend policy and procedural changes as required for library functions including reference procedures.
11. May assist in supervising and coordinating volunteers; assist in the training of professional and nonprofessional staff.
12. Attend and participate in professional group meetings and workshops; stay abreast of new trends and innovations in the field of library science.

13. Perform related duties and responsibilities as required.

QUALIFICATIONS GUIDELINES

Education, Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- Equivalent to a Master's degree from an accredited college or university with major course work in library science or a related field.

Experience:

- Some professional library experience is highly desirable.

Knowledge and Abilities

Knowledge of:

- Policies, procedures and functions of a library.
- Basic accounting procedures and techniques.
- Public relations techniques.
- Modern office procedures, methods and computer equipment.

Ability to:

- Learn to operate computerized cataloging, bibliographical, acquisition and circulation data systems.
- Assist library patrons in response to basic reference and directional library questions.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
 - Sitting or standing for extended periods of time
 - Operating assigned equipment
- Maintain effective audiovisual discrimination and perception needed for:
 - Making observations
 - Communicating with others
 - Reading and writing
 - Operating assigned equipment

Special Requirements

- Possession of a valid Class "C" California driver's license and a satisfactory driving record.

PHYSICAL AND MENTAL DEMANDS/WORKING CONDITIONS

The physical and mental demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

- Mental function: Includes reading, writing, mathematical computations, operating a

computer, problem solving, managing multiple projects, calmly handling complaints and problems from irate citizens or contractors, and decision making under stressful conditions.

- **Productivity:** Incumbents must perform work in an efficient, effective and timely manner with minimal direction.
- **Mobility:** Incumbents require sufficient mobility to work in an office setting and operate office equipment. Essential functions may require maintaining physical condition necessary for sitting or standing for prolonged periods of time; requires some bending and lifting up to 25 pounds
- **Vision:** Vision sufficient to read small print, computer screens, and printed documents, and to operate assigned equipment.
- **Hearing:** Incumbents are required to hear in the normal audio range with or without correction.
- **Environment:** Library environment; work closely with the public; work with computer and office equipment.
- **Other factors:** Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings and to use a personal vehicle in the course of employment.

Date Adopted:

Date Revised:

CITY OF GOLETA, CALIFORNIA LIBRARIAN II

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a variety of professional library functions involved in assisting library patrons with their informational needs; plan and implement library programs; participate in the development of the library collection; and provide assistance, education and information to the public regarding library use and services.

CLASS CHARACTERISTICS

This is the full journey level class within the Librarian series. Employees within this class are distinguished from the Librarian I by the performance of the full range of duties as assigned, including the planning and development of library programs. Employees in this class may serve as the Children's Librarian. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

ESSENTIAL JOB FUNCTIONS

The following duties are typical for positions in this classification. Incumbents may not perform all listed job functions, nor are all listed duties necessarily performed by everyone in this class depending upon business need and changing business practices:

1. Provide exemplary customer service to all individuals by demonstrating a willingness to be attentive, understanding, responsive, fair, courteous and respectful, and to actively participate in maintaining a positive customer service environment.
2. Provide technical and professional assistance to library patrons including location and selection of reading materials and information; educate patrons in the use of library resources and equipment; answer a variety of questions on library activities.
3. Maintain assigned section of the library collection; evaluate and select library materials; recommend and purchase materials for collection development; remove obsolete, nonrelevant and worn books from library collection.
4. Read a wide variety of book reviews and evaluations of new books for collection recommendation and inclusion.
5. Participate in the maintenance of the online public access catalog; select, organize and classify information and referral services; utilize a variety of databases to perform research activities.
6. Participate in the preparation of a variety of records and reports; compile and analyze data; participate in the development of grant proposals.
7. Respond to inquiries from the public; research complex and difficult questions; refer to appropriate sources.
8. Promote library services and resources through the use of exhibits, tours, outreach and the media; prepare informational handouts for public distribution including calendars and flyers.
9. Participate in the administration of a variety of library programs including volunteer, summer youth, and books on tape loan programs; develop and coordinate assigned library programs; work with contract personnel for program activities.
10. Recommend policy and procedural changes as required for library functions including reference procedures.
11. May assist in supervising and coordinating volunteers; assist in the training of professional and nonprofessional staff.

12. Attend and participate in professional group meetings and workshops; stay abreast of new trends and innovations in the field of library science.
13. Perform related duties and responsibilities as required.

QUALIFICATIONS GUIDELINES

Education, Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- Equivalent to a Master's degree from an accredited college or university with major course work in library science or a related field.

Experience:

- Two years of increasingly responsible professional and technical library experience.

Knowledge and Abilities

Knowledge of:

- Policies, procedures and functions of a library.
- Basic accounting procedures and techniques.
- Public relations techniques.
- Modern office procedures, methods and computer equipment.
- Principles and procedures of complex professional and technical library work including methods, practices and techniques of library classification, cataloging and referencing.
- Computerized cataloging, bibliographical, acquisition and circulation system databases and maintenance.

Ability to:

- Learn to operate computerized cataloging, bibliographical, acquisition and circulation data systems.
- Assist library patrons in response to basic reference and directional library questions.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
 - Sitting or standing for extended periods of time
 - Operating assigned equipment
- Maintain effective audiovisual discrimination and perception needed for:
 - Making observations
 - Communicating with others
 - Reading and writing
 - Operating assigned equipment
- Perform professional and technical library tasks.
- Verify bibliographic data and identify, input and/or correct diacritics and special characters.
- Assist library patrons in response to complex reference and directional library questions.
- Operate computerized cataloging, bibliographical, acquisition and circulation data systems.

- Work independently in the absence of supervision.

Special Requirements

- Possession of a valid Class "C" California driver's license and a satisfactory driving record.

PHYSICAL AND MENTAL DEMANDS/WORKING CONDITIONS

The physical and mental demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

- Mental function: Includes reading, writing, mathematical computations, operating a computer, problem solving, managing multiple projects, calmly handling complaints and problems from irate citizens or contractors, and decision making under stressful conditions.
- Productivity: Incumbents must perform work in an efficient, effective and timely manner with minimal direction.
- Mobility: Incumbents require sufficient mobility to work in an office setting and operate office equipment. Essential functions may require maintaining physical condition necessary for sitting or standing for prolonged periods of time; requires some bending and lifting up to 25 pounds
- Vision: Vision sufficient to read small print, computer screens, and printed documents, and to operate assigned equipment.
- Hearing: Incumbents are required to hear in the normal audio range with or without correction.
- Environment: Library environment; work closely with the public; work with computer and office equipment.
- Other factors: Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings and to use a personal vehicle in the course of employment.

Date Adopted:

Date Revised:

CITY OF GOLETA, CALIFORNIA SUPERVISING LIBRARIAN

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To supervise, plan and coordinate the activities and operations for the Goleta Public Library System; to coordinate assigned activities with other divisions, outside agencies and the general public; and to provide highly responsible and complex staff assistance to the Library Director and Library Services Managers.

SUPERVISION RECEIVED AND EXERCISED

- Receives direction from a Library Services Manager.
- Exercises direct supervision over professional, technical, and lower level library staff.

ESSENTIAL JOB FUNCTIONS

The following duties are typical for positions in this classification. Incumbents may not perform all listed job functions, nor are all listed duties necessarily performed by everyone in this class depending upon business need and changing business practices:

1. Provide exemplary customer service to all individuals by demonstrating a willingness to be attentive, understanding, responsive, fair, courteous and respectful, and to actively participate in maintaining a positive customer service environment.
2. Participate in the development and implementation of goals, objectives, policies and priorities for the Goleta Public Library System services; identify resources needs; recommend and implement policies and procedures.
3. Select, train, motivate and evaluate library personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures, work to establish and maintain positive work environment.
4. Direct, coordinate and review the work plan for library personnel; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures.
5. Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.
6. Participate in the development and administration of areas of the library's budget; forecast funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary.
7. Review and recommend the purchase of library materials; read, review and purchase new periodicals and books for specific subject areas.
8. Oversee the production of graphic design and printing activities for the branch; oversee a variety of public relations products including publicity releases.
9. Oversee and coordinate the maintenance of branch facilities; initiate work orders for needed repairs; research improvements to building fixtures and furnishings; work with vendors including obtaining bids; work with outside contractors as necessary.
10. Coordinate library service activities with those of other branches and outside agencies and organizations; provide staff assistance to the Library Director; prepare and present staff reports and other necessary correspondence.
11. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of library services.

SUPERVISING LIBRARIAN

Page 2

12. Assist the public at the circulation and reference desks; respond to and resolve difficult and sensitive patron inquiries and complaints.
13. Perform related duties and responsibilities as required.

When Working in the Goleta Branch Library:

1. The Goleta Branch Library Supervisor will coordinate the organization, including public services; and liaise with the City of Goleta as necessary.
2. Oversee and coordinate the maintenance of branch facilities; initiate work orders for needed repairs; research improvements to building fixtures and furnishings.

When Working in the Role of Digital Services Supervisor:

1. Coordinate the maintenance of library automated functions and digital services for the entire City Library system including all branch libraries; oversee the library software and hardware; liaise with City Information Systems staff and other City departments as necessary; repair minor dysfunctions; coordinate outside repair services as necessary; supervise and maintain the Library's website and databases; and coordinate digital and technical services with vendors and the Black Gold Cooperative.

QUALIFICATIONS GUIDELINES

Education, Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- Master's degree from an accredited college or university in library or information science.

Experience:

- Four years of increasingly responsible professional library experience including one year of administrative and supervisory responsibility.

Knowledge and Abilities

Knowledge of:

- Operational characteristics, services and activities of various library services.
- Principles of budget preparation and control.
- Principles of supervision, training and performance evaluation.
- Modern and complex principles and practices of library service.
- Principles and procedures of complex technical library work including methods, practices and techniques of library classification, cataloging and reference tools.
- Computerized cataloging, bibliographical, acquisition and circulation system databases and maintenance.
- Maintenance and minor repair of computerized, technical and digital systems.
- Pertinent Federal, State, and local laws, codes and regulations.

Ability to:

- Manage and coordinate the work of professional, technical and clerical personnel.
- Select, supervise, train and evaluate staff.
- Interpret and explain library policies and procedures.

- Operate a variety of computer equipment and systems.
- Evaluate and recommend the purchase of a variety of library materials.
- Prepare clear and concise reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
 - Sitting or standing for extended periods of time
 - Operating assigned equipment
- Maintain effective audiovisual discrimination and perception needed for:
 - Making observations
 - Communicating with others
 - Reading and writing
 - Operating assigned equipment

PHYSICAL AND MENTAL DEMANDS/WORKING CONDITIONS

The physical and mental demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

- Mental function: Includes reading, writing, mathematical computations, operating a computer, problem solving, managing multiple projects, calmly handling complaints and problems from irate citizens or contractors, and decision making under stressful conditions.
- Productivity: Incumbents must perform work in an efficient, effective and timely manner with minimal direction.
- Mobility: Incumbents require sufficient mobility to work in an office setting and operate office equipment. Essential functions may require maintaining physical condition necessary for sitting or standing for prolonged periods of time; requires some bending and lifting up to 25 pounds
- Vision: Vision sufficient to read small print, computer screens, and printed documents, and to operate assigned equipment.
- Hearing: Incumbents are required to hear in the normal audio range with or without correction.
- Environment: Library environment; work closely with the public; work with computer and office equipment.
- Other factors: Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings and to use a personal vehicle in the course of employment.

Date Adopted:

Date Revised:

CITY OF GOLETA, CALIFORNIA LIBRARY SERVICES MANAGER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under administrative direction, manage and coordinate the programs and activities of the Library Services Division and its work sections; manage division budgets, operations and staffing in order to fulfill program objectives and user needs; and perform related duties as assigned.

CLASS CHARACTERISTICS

The Library Services Managers are division manager level jobs having professional library education, as well as supervisory accountabilities, and diverse programmatic responsibilities. These positions are distinguished from library supervisory positions given the larger number of employees supervised, broader scope of decision making authority, and accountability for library programs, services, and budget expenditures.

ESSENTIAL JOB FUNCTIONS

The following duties are typical for positions in this classification. Incumbents may not perform all listed job functions, nor are all listed duties necessarily performed by everyone in this class depending upon business need and changing business practices:

1. Provide exemplary customer service to all individuals by demonstrating a willingness to be attentive, understanding, responsive, fair, courteous and respectful, and to actively participate in maintaining a positive customer service environment.
2. Manage and coordinate reference services for Goleta Public Library system, including monitoring and evaluating practices, procedures and service delivery; establish policies and make changes as needed to improve customer satisfaction.
3. Establish and monitor line item budget expenditures for library.
4. Develop and maintain large and varied materials collections in both print and non-print mediums; read reviews, chair Acquisitions Committee and evaluate existing collections and usage; respond to patron needs, interests and requests.
5. Supervise, coordinate, and evaluate the work of division personnel; participate in selection, staffing, and disciplinary decisions in consultation with department director.
6. Coordinate physical plant maintenance and manage physical plant maintenance and improvement projects with contractors.
7. Serve as liaison on Information Technology Committee and Black Gold Cooperative Automation Department in monitoring system performance, troubleshooting problems, and making recommendations for improvements.
8. Participate in cooperative activities of Black Gold Committee, a tri-county multilibrary network, by analyzing system, training and support needs.
9. Oversee maintenance of public and staff computers on Black Gold Network, including purchasing of hardware and software, development of system configurations, monitoring of performance, implementing of upgrades, resolution of problems, and monitoring of computer technology trends.
10. Assist the Library Director in the development of long-range plans to improve library program services.
11. Administer annual communitywide programs to promote quality literature and literacy, and to increase the visibility of the Library and its services.

12. Administer library's website by overseeing content development and updating of information; monitor interface library's online catalog and online database subscriptions.
13. Serve on Citywide library program and fundraising committees such as the Friends of the Library; prepare grant program activity and performance reports.
14. Manage and coordinate special projects, including implementation of new services to the public such as wireless Internet access, downloadable audio books, and user surveys.
15. Respond to media requests for information about library services.
16. May serve as the Library Department's P3 Advisor, in order to enhance staff involvement, participation, and acceptance of the Library's objectives; oversee preparation of quarterly reports.

QUALIFICATIONS GUIDELINES

Education, Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Graduation from an ALA accredited college or university with a Master's degree in Library Science, Library and Information Science, or similar field.

Experience:

Seven years of progressively responsible professional library experience, including two or more years in a supervisory or lead capacity.

Knowledge and Abilities

Knowledge of:

- Theories, principles and practices of modern library management, including Current developments in library services and information technology.
- Budgeting practices.
- Grant reporting and performance benchmarking practices.
- Modern library policies, methods, operations and procedures.
- Supervisory principles and performance evaluation practices; employee motivation techniques; project management principles.
- Principles of collection development, technical services, circulation and automation services.
- Print, audiovisual, and electronic resources selection and cataloging procedures.
- General and specialized reference materials, bibliographic sources, online databases, and the field of book publishing.
- Contract administration and purchasing procedures.
- Automated library information systems and tools.
- Patron advisory methods and practices.
- Customer service principles.

Ability to:

- Operate computer hardware and information operating systems and related word processing, database, and spreadsheet software programs used within the City; operate a calculator.
- Operate a motor vehicle.
- Plan, organize and implement division goals, programs, policies and practices, and meet deadlines.

- Promote library services programs given assessment of patron needs, available resources, and development programs.
- Evaluate library systems, programs, networks, and financial issues.
- Assess user Library information technology requirements, set priorities, and allocate resources to effectively meet user needs in a timely manner.
- Analyze problems, evaluate programs, consider alternatives, and develop sound recommendations for improvement.
- Select, train, supervise, coordinate, and evaluate the work of staff and volunteers.
- Prepare clear, concise, and complete reports and other materials, and make presentations; communicate effectively, both orally and in writing.
- Exercise independent judgment and initiative within established guidelines.
- Establish and maintain cooperative working relationships with all levels of City management, employees, vendors, contractors, consultants, patrons, volunteers, and general public.
- Work independently.

Special Requirements

- Possession of a valid Class "C" California driver's license and a satisfactory driving record, and the ability to maintain insurability under the City's Vehicle Insurance Policy.

PHYSICAL AND MENTAL DEMANDS/WORKING CONDITIONS

The physical and mental demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

- **Mental function:** While performing the duties of this class, the employee is regularly required to use oral and written communication skills; read and interpret complex data; thoroughly analyze and solve problems; exercise sound judgment in the absence of specific guidelines; use math and mathematical reasoning; establish priorities and work on multiple assignments and projects concurrently; meet intense and changing deadlines given continual interruptions; and interact appropriately with staff, management, City officials, community groups, media, and others in the course of work.
- **Productivity:** Incumbents must perform work in an efficient, effective and timely manner with minimal direction.
- **Mobility:** Incumbents require sufficient mobility to work in an office setting and operate office equipment. Essential functions may require maintaining physical condition necessary for sitting or standing for prolonged periods of time; requires some bending and occasionally lifting and carrying records and documents weighing less than 20 pounds.
- **Vision:** Vision sufficient to read small print, computer screens, and printed documents, and to operate assigned equipment.
- **Hearing:** Incumbents are required to hear in the normal audio range with or without correction.
- **Environment:** Library environment; work in office conditions; the noise level is usually quiet. Occasional driving is required to attend meetings at various City facilities, training sites, and public and private events.
- **Other factors:** Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings and to use a personal vehicle in the course of employment.

Date Adopted:

Date Revised:

Attachment 2

Resolution No. 18-__ entitled, "A Resolution of the City Council of the City of Goleta, California, Amending the City of Goleta Schedule of Authorized Positions and the City of Goleta Salary Schedule and Classification Plan for Fiscal Year 2017-18 and Fiscal Year 2018-19, adding the classification specification of Library Assistant I and II, Library Technician, Librarian I, Librarian II/Children's Librarian, Supervising Librarian, Library Services Manager

RESOLUTION NO. 18-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GOLETA, CALIFORNIA AMENDING THE CITY OF GOLETA SCHEDULE OF AUTHORIZED POSITIONS AND THE CITY OF GOLETA SALARY SCHEDULE AND CLASSIFICATION PLAN FOR FISCAL YEAR 2017/18 AND FISCAL YEAR 2018/19, ADDING THE CLASSIFICATION SPECIFICATIONS OF LIBRARY ASSISTANT I AND II, LIBRARY TECHNICIAN, LIBRARIAN I AND II/CHILDREN'S LIBRARIAN, SUPERVISING LIBRARIAN, LIBRARY SERVICES MANAGER

WHEREAS, Section 2.1 of the City of Goleta Personnel Rules specifies that the Personnel Officer shall recommend and maintain a classification/compensation plan for all positions in the City service; and

WHEREAS, the City Manager recommended a schedule of authorized positions, personnel classifications and compensation ranges for the City of Goleta Operating and CIP Budget for Fiscal Year 2017/18 and Fiscal Year 2018/19; and

WHEREAS, on June 6, 2017, the City Council adopted said recommended authorized positions, personnel classifications and compensation ranges for the City of Goleta Operating and CIP Budget for Fiscal Year 2017/18 and Fiscal Year 2018/19; and

WHEREAS, the City Manager has proposed recommended authorized positions, personnel classifications and compensation ranges as described in the Council report dated December 19, 2017 for Fiscal Year 2018/19 based on the determination by the City Manager that this adjustment is essential to the City's operations; and

WHEREAS, the City Council has reviewed the proposed recommended authorized positions, personnel classifications and compensation ranges adjustments for the Library Program Budget for Fiscal Year 2018/19 and does hereby find the recommendation to be necessary and in the City's best interest.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GOLETA AS FOLLOWS:

SECTION 1.

The City of Goleta Salary Schedule and Classification Plan for Fiscal Year 2017/18 and Fiscal Year 2018/19 is amended to include new classification specifications for the position of Library Assistant I and II, Library Technician, Librarian I, Librarian II/Children's Librarian, Supervising Librarian, Library Services Manager included herein as Exhibit A, hereby

approved and adopted to supersede any prior Salary Schedule and Classification Plan.

SECTION 2.

The City of Goleta Schedule of Authorized Positions for Fiscal Year 2017/18 and Fiscal Year 2018/19 included herein as Exhibit B is hereby approved and adopted to supersede any prior schedule of authorized positions.

SECTION 3.

The City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

PASSED, APPROVED, AND ADOPTED this 6th day of February, 2018.

PAULA PEROTTE
MAYOR

ATTEST:

APPROVED AS TO FORM:

DEBORAH S. LOPEZ
CITY CLERK

MICHAEL JENKINS
INTERIM CITY ATTORNEY

STATE OF CALIFORNIA)
COUNTY OF SANTA BARBARA)
CITY OF GOLETA) ss.

I, DEBORAH LOPEZ, City Clerk of the City of Goleta, California, DO
HEREBY CERTIFY that the foregoing Resolution No. 18-___ was duly adopted by
the City Council of the City of Goleta at a regular meeting held on the 6th day of
February, 2018, by the following vote of the Council:

AYES:

NOES:

ABSENT:

(SEAL)

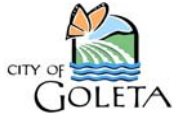
DEBORAH S. LOPEZ
CITY CLERK

CLASSIFICATION	GRADE	EMPLOYMENT							
TITLE	NO.	CATGY./FLSA		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
City Hall Receptionist	100	M - NE	HOURLY	18.23	19.14	20.10	21.10	22.16	23.27
			BI-WEEKLY	1,458	1,531	1,608	1,688	1,773	1,861
			MONTHLY	3,160	3,318	3,484	3,658	3,841	4,033
			ANNUAL	37,920	39,816	41,807	43,898	46,092	48,397
Maintenance Worker I	101	M - NE	HOURLY	19.32	20.29	21.31	22.37	23.49	24.66
Records Technician/Recording Clerk		M - NE	BI-WEEKLY	1,546	1,623	1,704	1,790	1,879	1,973
Library Assistant I			MONTHLY	3,350	3,517	3,693	3,878	4,071	4,275
			ANNUAL	40,196	42,205	44,316	46,531	48,858	51,301
Maintenance Worker II	102	M - NE	HOURLY	20.68	21.71	22.80	23.94	25.13	26.39
Office Specialist		M - NE	BI-WEEKLY	1,654	1,737	1,824	1,915	2,011	2,111
Library Assistant II		M - NE	MONTHLY	3,584	3,763	3,951	4,149	4,356	4,574
			ANNUAL	43,009	45,160	47,418	49,789	52,278	54,892
Senior Office Specialist	103	M - NE	HOURLY	22.12	23.23	24.39	25.61	26.89	28.24
Library Technician			BI-WEEKLY	1,770	1,858	1,951	2,049	2,151	2,259
			MONTHLY	3,835	4,027	4,228	4,439	4,661	4,895
			ANNUAL	46,020	48,321	50,737	53,274	55,937	58,734
Accounting Specialist	104	M - NE	HOURLY	23.89	25.09	26.34	27.66	29.04	30.50
Permit Technician		M - NE	BI-WEEKLY	1,912	2,007	2,108	2,213	2,324	2,440
			MONTHLY	4,142	4,349	4,566	4,795	5,034	5,286
			ANNUAL	49,701	52,187	54,796	57,536	60,412	63,433
Administrative Assistant	105	M - NE	HOURLY	25.81	27.10	28.45	29.87	31.37	32.94
Lead Maintenance Worker		M - NE	BI-WEEKLY	2,065	2,168	2,276	2,390	2,509	2,635
Public Affairs Assistant		M - NE	MONTHLY	4,473	4,697	4,932	5,178	5,437	5,709
Librarian I		M - NE	ANNUAL	53,678	56,361	59,180	62,139	65,245	68,508
Public Works Supervisor	106	M - NE	HOURLY	27.87	29.26	30.73	32.26	33.88	35.57
Librarian II			BI-WEEKLY	2,230	2,341	2,458	2,581	2,710	2,846
			MONTHLY	4,831	5,073	5,326	5,592	5,872	6,166
			ANNUAL	57,972	60,870	63,914	67,110	70,465	73,988
Assistant Planner	107	M - NE	HOURLY	30.10	31.61	33.19	34.85	36.59	38.42
Legal Office Assistant		C - NE	BI-WEEKLY	2,408	2,528	2,655	2,788	2,927	3,073
Management Assistant		C - NE	MONTHLY	5,217	5,478	5,752	6,040	6,342	6,659
Senior Engineering Techniciar		M - NE	ANNUAL	62,610	65,740	69,027	72,478	76,102	79,907
Accountant	108	C - NE	HOURLY	32.51	34.13	35.84	37.63	39.51	41.49
Code Compliance Officer		M - NE	BI-WEEKLY	2,601	2,731	2,867	3,011	3,161	3,319
Deputy City Clerk		C - E	MONTHLY	5,635	5,917	6,212	6,523	6,849	7,192
Executive Assistant		C - NE	ANNUAL	67,618	70,999	74,549	78,277	82,190	86,300
Public Works Inspector		M - NE							
Assistant Engineer	109	T/P - NE	HOURLY	35.11	36.86	38.71	40.64	42.68	44.81
Human Resources Analyst		C - E	BI-WEEKLY	2,809	2,949	3,097	3,251	3,414	3,585
Management Analyst		C - E	MONTHLY	6,086	6,390	6,709	7,045	7,397	7,767
			ANNUAL	73,028	76,679	80,513	84,539	88,766	93,204
Associate Planner	110	T/P - NE	HOURLY	37.92	39.81	41.80	43.90	46.09	48.39
Senior Legal Analyst		C - E	BI-WEEKLY	3,033	3,185	3,344	3,512	3,687	3,872
			MONTHLY	6,572	6,901	7,246	7,608	7,989	8,388
			ANNUAL	78,870	82,813	86,954	91,302	95,867	100,660
Supervising Librarian	111	C - E	HOURLY	40.95	43.00	45.15	47.41	49.78	52.27
			BI-WEEKLY	3,276	3,440	3,612	3,793	3,982	4,181
			MONTHLY	7,098	7,453	7,826	8,217	8,628	9,059
			ANNUAL	85,180	89,439	93,910	98,606	103,536	108,713
Environmental Services Coordinator	112	M/M - E	HOURLY	44.23	46.44	48.76	51.20	53.76	56.45
Senior Management Analyst		C - E	BI-WEEKLY	3,538	3,715	3,901	4,096	4,301	4,516
Project Engineer		T/P - E	MONTHLY	7,666	8,049	8,452	8,875	9,318	9,784
Project Manager		T/P - E	ANNUAL	91,994	96,594	101,423	106,494	111,819	117,410
Public Information Officer		C - E							
Senior Planner		T/P - E							
Sustainability Coordinator		M/M - E							

CITY OF GOLETA, CALIFORNIA

SALARY SCHEDULE FY 2017-18

CLASSIFICATION TITLE	GRADE NO.	EMPLOYMENT CATGY./FLSA		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Accounting Manager	113	C - E	HOURLY	48.21	50.62	53.15	55.81	58.60	61.53
Community Relations Manager		C - E	BI-WEEKLY	3,857	4,050	4,252	4,465	4,688	4,922
Economic Development Coord.		C - E	MONTHLY	8,356	8,774	9,213	9,673	10,157	10,665
HR / Risk Manager		C - E	ANNUAL	100,273	105,287	110,551	116,079	121,883	127,977
Parks and Recreation Manager		M/M - E							
Library Services Manager		M/M - E							
Deputy City Attorney	114	C - E	HOURLY	52.55	55.17	57.93	60.83	63.87	67.06
Supervising Senior Planner		M/M - E	BI-WEEKLY	4,204	4,414	4,635	4,866	5,110	5,365
Traffic Engineer		T/P - E	MONTHLY	9,108	9,564	10,042	10,544	11,071	11,625
			ANNUAL	109,298	114,763	120,501	126,526	132,852	139,495
City Clerk	115	EM - E	HOURLY	57.28	60.14	63.15	66.30	69.62	73.10
Planning Manager		M/M - E	BI-WEEKLY	4,582	4,811	5,052	5,304	5,570	5,848
Principal Civil Engineer		M/M - E	MONTHLY	9,928	10,424	10,946	11,493	12,067	12,671
Public Works Manager		M/M - E	ANNUAL	119,135	125,092	131,346	137,913	144,809	152,050
Senior Project Manager		T/P - E							
Senior Project Engineer		T/P - E							
Deputy Public Works Director	116	M/M - E	HOURLY	62.43	65.55	68.83	72.27	75.89	79.68
			BI-WEEKLY	4,994	5,244	5,506	5,782	6,071	6,374
			MONTHLY	10,821	11,362	11,931	12,527	13,153	13,811
			ANNUAL	129,857	136,350	143,167	150,326	157,842	165,734
Assistant City Attorney	117	EM - E	HOURLY	68.05	71.45	75.03	78.78	82.72	86.85
Finance Director		EM - E	BI-WEEKLY	5,444	5,716	6,002	6,302	6,617	6,948
Planning Director		EM - E	MONTHLY	11,795	12,385	13,004	13,655	14,337	15,054
Neighborhood Services and Public Safety	Director	EM - E	ANNUAL	141,544	148,621	156,052	163,855	172,048	180,650
Library Director		EM - E							
Public Works Director*	118	EM - E	HOURLY	74.17	77.88	81.78	85.87	90.16	94.67
			BI-WEEKLY	5,934	6,231	6,542	6,869	7,213	7,573
			MONTHLY	12,857	13,500	14,175	14,883	15,628	16,409
			ANNUAL	154,283	161,997	170,097	178,602	187,532	196,909
Deputy City Manager	119	EM - E	HOURLY	77.88	81.78	85.87	90.16	94.67	99.40
			BI-WEEKLY	6,231	6,542	6,869	7,213	7,573	7,952
			MONTHLY	13,500	14,175	14,883	15,628	16,409	17,230
			ANNUAL	161,997	170,097	178,602	187,532	196,909	206,754
*If also serving as City Engineer, this position will receive a 5% pay differential at each step.									
	Fair Labor Standards Act Classification								
Confidential	NE =	Non Exempt from overtime							
Miscellaneous	E =	Exempt from overtime							
Technical/Professional									
Mid-Management									
Executive Management									



**SCHEDULE OF AUTHORIZED POSITIONS
FISCAL YEAR 2017/18 2018/19**

Department/Positions	FY 2017/18 Adopted	Reclass	Additions/ Deletions	FY 2017/18 Recommended	FY 2018/19 Adopted	Reclass	Additions/ Deletions	FY 2018/19 Recommended
<i>*Positions are allocated by budgeted time spent in programs and department:</i>								
General Government:								
City Manager								
City Manager	1.00			1.00	1.00			1.00
Executive Assistant	1.00			1.00	1.00			1.00
Deputy City Manager	1.00			1.00	1.00			1.00
Sr. Management Analyst	-			-	-			-
Management Analyst	1.00			1.00	1.00			1.00
Human Resources Risk Manager	1.00			1.00	1.00			1.00
Human Resources Analyst	1.00			1.00	1.00			1.00
Sr. Office Specialist	-			-	-			-
Management Assistant	1.80			1.80	1.80			1.80
City Hall Receptionist	0.90			0.90	0.90			0.90
Total City Manager	8.70	-	-	8.70	8.70	-	-	8.70
City Clerk								
City Clerk	1.00			1.00	1.00			1.00
Deputy City Clerk	2.00			2.00	2.00			2.00
Records Technician/Recording Clerk	-			-	-			-
Total City Clerk	3.00	-	-	3.00	3.00	-	-	3.00
City Attorney								
City Attorney	1.00			1.00	1.00			1.00
Deputy City Attorney	1.00			1.00	1.00			1.00
Sr. Legal Analyst	1.00			1.00	1.00			1.00
Management Assistant	-			-	-			-
Total City Attorney	3.00	-	-	3.00	3.00	-	-	3.00
Community Relations								
Community Relations Manager	1.00			1.00	1.00			1.00
Administrative Assistant	0.50			0.50	0.50			0.50
Total Community Relations	1.50	-	-	1.50	1.50	-	-	1.50
Library								
Library Director	1.00			1.00	1.00			1.00
Library Assistant I (3 Full-Time, 4 Part-Time)	-		4.50	4.50	-		4.50	4.50
Library Technician (5 Part-Time)	-		1.875	1.875	-		1.875	1.875
Librarian II/Children's Librarian	-		1.00	1.00	-		1.00	1.00
Supervising Librarian	-		1.00	1.00	-		1.00	1.00
Total Library	1.00	-	8.38	9.38	1.00	-	8.38	9.38
Total General Government	17.20	-	8.38	25.58	17.20	-	8.38	25.58
Finance:								
Accountant	2.00			2.00	2.00			2.00
Accounting Specialist	1.00			1.00	1.00			1.00
Accounting Manager	1.00			1.00	1.00			1.00
Finance Director	1.00			1.00	1.00			1.00
Management Assistant	0.20			0.20	0.20			0.20
Sr. Office Specialist	1.00			1.00	1.00			1.00
Total Finance	6.20	-	-	6.20	6.20	-	-	6.20
Planning & Environmental Review:								
Current Planning								
Planning Director	0.45			0.45	0.45			0.45
Management Assistant	0.48			0.48	0.48			0.48
Permit Technician	1.00			1.00	1.00			1.00
Planning Manager	1.00			1.00	1.00			1.00
Supervising Senior Planner	2.00			2.00	2.00			2.00
Assistant Planner	1.00			1.00	1.00			1.00
Associate Planner (1 at 2 year term)	3.00			3.00	3.00			3.00
Code Compliance Officer	1.00			1.00	1.00			1.00
Management Analyst	-			-	-			-
Total Current Planning	9.93	-	-	9.93	9.93	-	-	9.93
Building & Safety								
Planning Director	0.05			0.05	0.05			0.05
Management Assistant	0.03			0.03	0.03			0.03
Total Building & Safety	0.08	-	-	0.08	0.08	-	-	0.08
Advance Planning								
Planning Director	0.40			0.40	0.40			0.40
Advance Planning Manager	1.00			1.00	1.00			1.00
Senior Planner	2.00			2.00	2.00			2.00
Management Assistant	0.40			0.40	0.40			0.40
Total Advance Planning	3.80	-	-	3.80	3.80	-	-	3.80
Planning Commission & Design Review Board								
Planning Director	0.10			0.10	0.10			0.10
Management Assistant	0.10			0.10	0.10			0.10
Total Planning Commission & Design Review Board	0.20	-	-	0.20	0.20	-	-	0.20



**SCHEDULE OF AUTHORIZED POSITIONS
FISCAL YEAR 2017/18 2018/19**

Department/Positions	FY 2017/18 Adopted	Reclass	Additions/ Deletions	FY 2017/18 Recommended	FY 2018/19 Adopted	Reclass	Additions/ Deletions	FY 2018/19 Recommended
Sustainability Program								
Sustainability Coordinator	1.00			1.00	1.00			1.00
Total Sustainability Program	1.00	-	-	1.00	1.00	-	-	1.00
Total Planning & Environmental Review	15.00	-	-	15.00	15.00	-	-	15.00
Public Works:								
Administration								
Public Works Director	0.55			0.55	0.55			0.55
Administrative Assistant	-			-	-			-
Management Assistant	0.80			0.80	0.80			0.80
Management Analyst	-			-	-			-
Senior Management Analyst	0.20			0.20	0.20			0.20
Senior Office Specialist	0.90			0.90	0.90			0.90
Total Administration	2.45	-	-	2.45	2.45	-	-	2.45
Engineering								
Deputy Public Works Director	0.10			0.10	0.10			0.10
Principal Civil Engineer	1.00			1.00	1.00			1.00
Assistant Engineer	1.00			1.00	1.00			1.00
Sr. Engineering Technician	1.00			1.00	1.00			1.00
Public Works Inspector	1.00			1.00	1.00			1.00
Traffic Engineer	1.00			1.00	1.00			1.00
Total Engineering	5.10	-	-	5.10	5.10	-	-	5.10
Parks & Open Spaces								
Public Works Manager	0.35			0.35	0.35			0.35
Maintenance Worker I	1.00			1.00	1.00			1.00
Lead Maintenance Worker	-			-	-			-
Public Works Supervisor	0.10			0.10	0.10			0.10
Maintenance Worker II	2.85			2.85	2.85			2.85
Administrative Assistant	0.60			0.60	0.60			0.60
Total Parks & Open Spaces	4.90	-	-	4.90	4.90	-	-	4.90
Capital Improvement								
Deputy Public Works Director	0.70			0.70	0.70			0.70
Public Works Director	0.20			0.20	0.20			0.20
Sr. Project Engineer (1 at 5 year term)	2.00			2.00	2.00			2.00
Management Analyst	-			-	-			-
Senior Management Analyst	0.75			0.75	0.75			0.75
Total Capital Improvement	3.65	-	-	3.65	3.65	-	-	3.65
Street Maintenance								
Public Works Manager	0.65			0.65	0.65			0.65
Public Works Director	0.20			0.20	0.20			0.20
Administrative Assistant	0.40			0.40	0.40			0.40
Lead Maintenance Worker	-			-	-			-
Public Works Supervisor	0.90			0.90	0.90			0.90
Maintenance Worker II	1.15			1.15	1.15			1.15
Maintenance Worker I	-			-	-			-
Total Street Maintenance	3.30	-	-	3.30	3.30	-	-	3.30
Solid Waste & Environmental Services								
Environmental Services Coordinator	1.00			1.00	1.00			1.00
Public Works Director	0.05			0.05	0.05			0.05
Deputy Public Works Director	0.20			0.20	0.20			0.20
Administrative Assistant	-			-	-			-
Management Assistant	0.10			0.10	0.10			0.10
Senior Office Specialist	0.10			0.10	0.10			0.10
Management Analyst	-			-	-			-
Senior Management Analyst	0.05			0.05	0.05			0.05
Assistant Engineer	1.00			1.00	1.00			1.00
Total Solid Waste & Environmental Services	2.50	-	-	2.50	2.50	-	-	2.50
Total Public Works	21.90	-	-	21.90	21.90	-	-	21.90
Neighborhood & Public Safety Services:								
Neighborhood Services								
Neighborhood Serv & Public Safety Director	0.90			0.90	0.90			0.90
Sr. Project Manager	1.00			1.00	1.00			1.00
Economic Development Coordinator	0.25			0.25	0.25			0.25
Management Assistant	0.90			0.90	0.90			0.90
Parks & Recreation Manager	-			-	-			-
Total Neighborhood Services	3.05	-	-	3.05	3.05	-	-	3.05
Economic Development								
Economic Development Coordinator	0.75			0.75	0.75			0.75
Total Economic Development	0.75	-	-	0.75	0.75	-	-	0.75
Parks & Recreation								
Neighborhood Serv & Public Safety Director	0.10			0.10	0.10			0.10
Management Assistant	0.10			0.10	0.10			0.10
Parks & Recreation Manager	1.00			1.00	1.00			1.00
Total Parks & Recreation	1.20	-	-	1.20	1.20	-	-	1.20
Total Neighborhood Services & Public Safety	5.00	-	-	5.00	5.00	-	-	5.00
Grand Total:	65.30	-	8.38	73.68	65.30	-	8.38	73.68