



City of Long Beach
Working Together to Serve

Agenda Item 7

Memorandum

Date: February 24, 2017

To: Civil Service Commission

From: Alejandrina Basquez, Director of Human Resources

Subject: **CONSOLIDATION OF CLASSIFICATIONS AND PERMANENTLY ASSIGN
DEPARTMENT LIBRARIAN TO SENIOR LIBRARIAN**

Pursuant to Article VI Section 66 and 67 (2) of the Civil Service Rules and Regulations, the Commission's approval is requested to consolidate and permanently assign existing Department Librarians to the new classification of Senior Librarian without further examination and with no change in seniority upon approval of the new Senior Librarian classification specification. The seventeen employees affected by this request are:

- Cynthia Effrain – Alamitos Neighborhood Library
- Silke Kinoshita – Dana Neighborhood Library
- Erica Lansdown – Burnett Neighborhood Library
- Lynda Poling – El Dorado Neighborhood Library
- Stephen Quinney – Bret Harte Neighborhood Library
- Elizabeth Rogers – Brewitt Neighborhood Library
- Jennifer Songster – Mark Twain Neighborhood Library
- Melissa Strasser – Michelle Obama Neighborhood Library
- Gail Tweedt – Los Altos Neighborhood Library
- Deborah Vilander – Bay Shore Neighborhood Library
- Chenda Yong – Ruth Bach Neighborhood Library
- Leonard Baca – Main Collection Services
- Cynthia Bautista – Youth Services – System Wide
- Josephine Caron – Main Access Services
- Ken Homsley – Automated Services
- Juliene Malecot – Main Youth Services
- Ziba Zehdar – Main Community Services

The creation of the Senior Librarian classification and the assignment of the employees under Article VI Section 67 more closely aligns the City's librarian classification structure to existing industry practices and will allow the Department to better recruit qualified candidates.

If you have any questions or concerns regarding this matter, please contact Cynthia Stafford, Deputy Director of Human Resources, at x85045.

AB:CS:GM

cc: Glenda Williams, Director of Library Services
Ken Walker, Manager of Labor Relations

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1 **DATE:** March 1, 2017

2 **TO:** Civil Service Commission

3 **FROM:** David Espinoza, Personnel Analyst

4 **SUBJECT: REQUEST FOR CONSOLIDATION OF CLASSIFICATIONS AND**
5 **PERMANENTLY ASSIGN DEPARTMENT LIBRARIAN TO SENIOR**
6 **LIBRARIAN**

7 Alejandrina Basquez, Director of Human Resources, requests Civil Service
8 Commission approval for the consolidation of classifications and to permanently
9 assign existing Department Librarians to the new classification of Senior Librarian
10 without further examination and with no change in seniority, upon approval of the new
11 Senior Librarian classification specification. Staff has reviewed this request and
12 recommends approval in accordance with Article VI, Section 66 and 67(2) of the Civil
13 Services Rules and Regulations.

14
15 **Facts for Consideration:**

- 16 • The Civil Service Commission created the classification of Senior Librarian and
17 adopted the classification specification in accordance with Section 1101(d) of the
18 City Charter.
- 19 • The classification specification was revised on a previous action item by the Civil
20 Service Commission on March 1, 2017, to create the Senior Librarian
21 Classification. This classification is used exclusively in the Library Department.
- 22 • The request is for consolidation of classification per Article VI, Section 66 and
23 permanent assignment per 67(2) of the Civil Services Rules and Regulations.
- 24 • Employees that are classified as Department Librarian will be permanently
25 assigned as Senior Librarian and have been notified of this reassignment.
- The seventeen employees affected by this request are:

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- Cynthia Effrain – Alamos Neighborhood Library
- Silke Kinoshita – Dana Neighborhood Library
- Erica Lansdown – Burnett Neighborhood Library
- Lynda Poling – El Dorado Neighborhood Library
- Stephen Quinney – Bret Harte Neighborhood Library
- Elizabeth Rogers – Brewitt Neighborhood Library
- Jennifer Songster – Mark Twain Neighborhood Library
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- There are no changes proposed in the duties of the position, compensation, or seniority.
- Staff has discussed the proposed permanent assignment with representatives from the Library Department and the Human Resources Department. The International Association of Machinists and Aerospace Workers union has been notified of this request.
- All parties mentioned above are in agreement with the proposed permanent assignment and have been notified that this request is on today's agenda.

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Staff recommends the Commission approve the Consolidation of Classifications and to Permanent Assignment of the Department Librarian to Senior Librarian, pursuant to Article VI, Section 66 and 67(2) of the Civil Services Rules and Regulations.

Representatives from the Library Department and Human Resources will be present to respond to any questions from the Civil Service Commission.

REQUEST TO ADOPT NEW CLASS 3-1-17 (DL:SL) DE