



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 04/18/2023

ITEM NO: 13

DATE: April 10, 2023
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Approve an Amendment to the Town Employee Association (TEA) Salary Schedule to Establish a New Classification Title and Salary Range for Librarian II and to Amend the Classification Title of Librarian to Librarian I

RECOMMENDATION:

Approve an amendment to the TEA salary schedule (Attachment 1) to establish a new classification title and salary range for Librarian II and to amend the classification title of Librarian to Librarian I.

BACKGROUND:

The Town of Los Gatos Personnel Rules and Regulations (Section 4.4) and the Municipal Code (Section 2.30.925) require that amendments and revisions to the salary schedule/classification plan to be approved by the Town Council. Changes may be presented to Council for approval as part of the formal budget adoption, through the labor negotiations process, or as needed.

DISCUSSION:

Staff is proposing to add the new classifications of Librarian II to the current TEA classification salary schedule. The proposed classification is intended to address roles and responsibilities that have shifted significantly as the Library resumed pre-pandemic levels of public engagement over the past year. Role and responsibility changes for one existing Librarian staff member were reassigned and adapted to leverage skillsets and education for maximum efficiency of the organization; however, this also resulted in that staff member working out of class on a routine basis. The proposed change is for one existing staff and will not result in an additional vacancy or addition to the Town's current budgeted staffing.

PREPARED BY: Salina Flores
Human Resources Director

Reviewed by: Town Manager, Library Director, Town Attorney, and Finance Director

DISCUSSION (continued):

The proposed Librarian II classification would add a classification with duties and responsibilities above that of a Librarian yet below that of a Library Manager on the Librarian Series job description. Staff proposes that this new classification be compensated at TEA Salary Range TE1 - 18 (Step 1 \$44.47 hourly through Step 6 \$57.32 hourly) and be added as a flexibly staffed classification. The proposed percentage salary spread of the Librarian II classification in relation to the Librarian classification is constant with both neighboring jurisdiction as well as across the State.

Since the new classification title contains a numerical suffix, for consistency staff additionally recommends that the existing Librarian classification title be amended to Librarian I. This title change has no changes in job duties and no financial impact.

CONCLUSION:

Staff requests a motion to approve the amendment of the TEA salary schedule to establish the new classification title and salary range for Librarian II, and amend the classification title of Librarian to Librarian I.

COORDINATION:

Staff has met and conferred with TEA representatives regarding this proposed amendment and TEA agrees to these modifications.

FISCAL IMPACT:

Proposed amendments are intended to resolve issues with existing staff working out of class and will not result in additional vacancy or addition to the Town's current budgeted staffing. The Library Department will absorb the additional salary expenditure for Fiscal Year (FY) 2022/23 through vacancy savings. Additional salary expenditure in FY 2023/24 would be \$13,018.88. Due to the timing of this report in relation to the publishing of the Proposed Budget, this change will be amended in the Budget at Mid-Year of FY 2023/24.

ENVIRONMENTAL ASSESSMENT:

This is not a project defined under CEQA, and no further action is required.

Attachment:

1. Town of Los Gatos Salary Schedule for TEA Classifications effective April 19, 2023, with the proposed changes.