

PERSONNEL AND ANIMAL WELFARE COMMITTEE REPORT relative to the exemption of 150 Administrative Clerk positions for the Library Department pursuant to Charter Section 1001(d)(3).

Recommendations for Council action:

1. APPROVE the exemption of 150 Administrative Clerk (Class Code 1358) positions for the Library Department from the Civil Service provisions of the City Charter, pursuant to Charter Section 1001(d)(3).
2. DIRECT the Personnel Department to report in regard to utilizing Civil Service procedures for securing the necessary part time Administrative Clerk positions as detailed in the June 15, 2016 Library Department report, attached to the Council file.

Fiscal Impact Statement: None submitted by the Library Department. Neither the City Administrative Officer nor the Chief Legislative Analyst has completed a financial analysis of this report.

Community Impact Statement: None submitted.

Summary:

On August 3, 2016, your Committee considered a June 15, 2016 Library Department report relative to the exemption of 150 Administrative Clerk (Class Code 1358) positions for the Library Department pursuant to Charter Section 1001(d)(3). According to the City Librarian, on May 26, 2016 the Board of Civil Service Commissioners approved the exemption of 150 Administrative Clerk positions pursuant to Charter Section 1001(d)(3). Specifically, Charter Section 1001 (d)(3) provides for the civil service exemption of positions employed no more than half-time and paying a salary not exceeding three- fourths of the salary established for entering-level clerical positions.

The Library Department has requested the exemption of 150 Administrative Clerk positions under this provision to provide "as-needed" staffing for the public service areas in the Central Library and 72 branch libraries. These facilities serve the public during extended periods of the day including evenings and weekends. The Library Department is challenged with maintaining appropriate staffing levels in all of its facilities in order to provide the required level of public service. Seasonal and frequently unexpected fluctuations in library patrons to library facilities, as well as the unscheduled absence of clerical staff, makes the Department's task increasingly difficult.

The Library Department's full-time civil service clerical staff is unable to adequately and efficiently cover the seasonal and unexpected public service needs in the Central Library and its branches. In addition, the Department has had increasing difficulty in attracting and maintaining a sufficient number of part-time civil service Administrative Clerks in the Central Library and branch libraries due to work schedules that include evenings and weekends. Exempting these positions from civil service provisions will provide the Department with more flexibility in obtaining staff necessary to maintain appropriate levels of service to the public.

After consideration and having provided an opportunity for public comment, the Committee moved to recommend approval of the exemption as detailed in the above recommendation. Additionally, the Committee moved to recommend directing the Personnel Department to explore ways to secure the necessary positions utilizing Civil Service procedures. This matter is now submitted to Council for its consideration.

Respectfully Submitted,

PERSONNEL AND ANIMAL WELFARE COMMITTEE

<u>MEMBER</u>	<u>VOTE</u>
KORETZ:	YES
RYU:	YES
HARRIS-DAWSON:	YES
ARL	

8/3/16

-NOT OFFICIAL UNTIL COUNCIL ACTS-