YAKIMA VALLEY LIBRARIES

In the Matter of: **RESOLUTION**
Yakima Valley Libraries   **# 16-014**
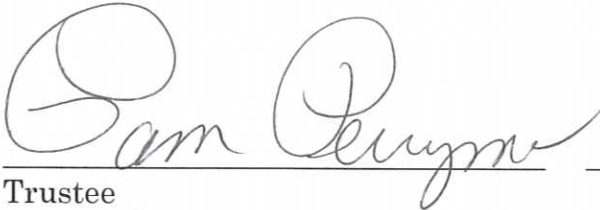*Classification and Compensation Plan*

WHEREAS, the Trustees of Yakima Valley Libraries review and establish policies as appropriate;

WHEREAS, there is a desire to review and update a Classification and Compensation Plan document for Yakima Valley Libraries:
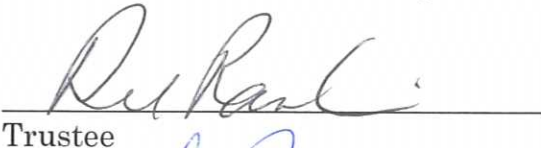
WHEREAS, the Board of Trustees have completed a first reading and second reading and review of the proposed plan;

BE IT THEREFORE RESOLVED, that the Yakima Valley Libraries Classification and Compensation Plan with a new Wage and Grade Scale be approved by the Board of Trustees for implementation January 1, 2017.

ADOPTED BY THE BOARD OF TRUSTEES this 14th day of November, 2016.

_____   _____
Trustee   Trustee

_____   _____
Trustee   Trustee

_____
Trustee

COMPENSATION REPORT FOR YAKIMA VALLEY LIBRARIES

October 7, 2016

Kim Hixson, MLIS
Director

YAKIMA VALLEY LIBRARIES
CONNECTING PEOPLE AND IDEAS

PROJECT OVERVIEW

Yakima Valley Libraries last reviewed their compensation process in 2006. Jeanne Goodrich, Library Management Consultant, produced the format for the system currently in place. Building on that format, YVL currently conducted a compensation study for selected benchmark positions in the library system. This report presents the findings of that study.

A library's compensation plan is an important element in its personnel system. Combining a sound compensation system with an accurate classification system contributes to the overall effectiveness of an organization.

In general, the compensation plan for Yakima Valley Libraries will be used to:

- Help to attract and retain well-qualified employees

- Encourage compensation practices competitive with those of comparable employers

- Guide pay consistency and equity among related classes based on duties and responsibilities

The above compensation plan goals are subject to fiscal limitations and the labor market.

Project Objectives

The objectives of this study were to:

- Conduct a compensation study of benchmark positions using comparable employers

- Analyze the data and compare it with Yakima Valley Libraries' current compensation plan

- Prepare a report of findings for the Library Board of Trustees

- Discuss findings with the Library Board of Trustees. This will include an analysis of current pay relationships. Management staff of YVL will address pay plan implementation and pay levels subsequent to Library Board of Trustees decisions.

PROJECT METHODOLOGY

Human Resources Director, Darline Charbonneau, met with all staff to review their current job descriptions. Job descriptions were updated and core competencies were added to augment training and performance markers. The Director reviewed benchmark positions against selected comparable libraries and local entities.

Labor Market Definition

Yakima Valley Libraries competes with other public library and local jurisdictions in the central Washington area for most of its employees and with the rest of the state for professional librarians (those with a Masters of Library Science degree). The communities served by YVL possess populations with a wide range of educational and professional backgrounds. YVL is the only library district in Yakima County; however, it competes with local employers such as school districts, city and county governments, and private companies, as well as other libraries for employees. Many of its positions and job duties are unique to a public library system of its size and organizational structure.

The labor market participants selected were chosen for a number of reasons: comparability in terms of population served, budget, number of staff, proximity to Yakima Valley Libraries, and their competitiveness with YVL. Although budget is very important, no one factor can be used to select labor market participants. Service population, collection, and full time equivalents were also used as selection criteria. The following entities were used as a basis of comparison.

- Kitsap Regional Library
- Mid-Columbia Library System
- North Central Regional Library
- Spokane County Library District
- Spokane Public Library
- The City of Yakima
- Yakima County
- Walla Walla Public Library
- Walla Walla Rural County Library

The following table provides comparative information about the public library jurisdictions included in the survey. The descriptive factors shown were selected because they provide a picture of the number of people the library serves, the capacity of the library, the relative budget/fiscal capability, the portion of the budget allocated to personnel costs, and the number of employees (expressed in

full time equivalencies [FTEs]). This table is provided as background information that can be considered as the comparative salary information is reviewed.

Pay Philosophy

It is the intent of the Board of Trustees and supported by the Director that Yakima Valley Libraries will make reasonable efforts to be competitive in its market, neither leading nor lagging. The library should be able to attract and retain library employees at all levels who are able to deliver quality library services to the residents of the library's service area.

It is also the resolve of YVL that efforts continue to attract and retain employees with Spanish language and Hispanic cultural competencies. The library will be in heavy competition with other employers for people with these skills and education at the Associate of Arts degree level and higher.

Benchmark Positions

Because it is unwieldy to collect data on all jobs in a compensation study, the standard personnel practice is to collect data on representative or "benchmark" positions. The positions selected for this study were chosen because they are common to most libraries, can be described in a way that is easily understood, and/or are representative of the majority of Yakima Valley Libraries' employees. The selected benchmark positions also represent classifications that can serve as reference points from which salaries for the other positions in the library can be computed. In some cases, generic

job titles were used in the survey rather than the specific titles used by YVL to better identify positions being surveyed.

The Director selected the benchmark positions for this study as follows:

- CL Supervisor 1-non MLIS (1 staff-no supervision)
- CL Supervisor 2-non MLIS (supervise 1 to 3 staff)
- CL Supervisor 3-non MLIS (supervise 4 + staff)
- Computer Technician
- Courier/Delivery Driver/Asst Fac Maint Worker
- Librarian Assistant Branch Manager MLIS
- Librarian MLIS - 0-3 years
- Librarian MLIS - 3 plus years/specialized /supervisor
- Public Services Assistant
- Public Services Specialist
- Public Services Supervisor

These positions represent 65% (11 of 17) of the positions in the library. This percentage of positions is well within industry guidelines.

Data Collection Process

Data was collected from the Washington State Library 2014 Statistical Report, web sites for current compensation data from the City of Yakima, and Yakima County.

Job Comparability

The Director's opinion is that it is important for the jobs compared during the market survey to be generally similar in terms of major job duties, educational requirements, skills requirements, and where applicable supervisory/managerial responsibilities. Survey respondents were asked to review the brief job descriptions provided for the YVL benchmark positions and select those positions in their organizations which were close matches to the YVL positions. If the organization didn't have a comparable position, it was noted. If a "light" match was indicated, job descriptions were either provided or requested so that an assessment could be made of the degree of match and adjustments made to the pay levels reported. Comparability was established based on the professional judgment of the Director, the Human Resources Director, and from other documented library and local resources and employers.

Statistical Analysis Used

Compensation survey data is typically analyzed using statistical measures which provide a way to compare the data reported. For this report, the Director proceeded with reported survey data analysis and computation of the median. This is one of the industry standards for survey data analysis and computations. The median is the form of averaging which pinpoints that place at which half of the data is above the midpoint and half is below. This is a more stable form of average than the mean (the arithmetic average computed by adding all values up and then dividing by the number of data values) because it is less susceptible to distortion by values that are unusually high or low.

The table below reports the findings of this compensation study. The median hourly pay was computed for each position surveyed, at the minimum, midpoint, and maximum level. The same comparison points are also shown for YVL. The final column shows the variance or difference between what YVL is currently paying at the midpoint and the median reported by the survey respondents. The midpoint is shown in the final column because that is the best comparison point to use to compare the pay for fully trained, experienced employees. Salary schedules are usually built out in both directions (that is, down to the starting step and upwards to the top step) from a midpoint pay level.

Additionally, the State of Washington is leaning toward a higher minimum wage of at least $11.00 per hour. With that in mind, the Page and Material Processor positions would significantly impact the overall wages. The following chart contains the hourly wage comparison. The midpoint wage was used to calculate the variance between Yakima Valley Libraries and the median midpoint wage from the survey.

Benchmark Positions	Yakima Valley Libraries			Survey			YVL Midpoint Variance %
	Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum	
CL Supervisor 1-non MLIS (1 staff-no supervision)	$ 11.77	$ 13.72	$ 16.48	$ 12.72	$ 14.88	$ 18.07	(8.45)
CL Supervisor 2-non MLIS (supervise 1 to 3 staff)	$ 15.96	$ 18.59	$ 22.34	$ 24.25	$ 27.51	$ 31.85	(47.98)
CL Supervisor 3-non MLIS (supervise 4 + staff)	$ 19.43	$ 23.01	$ 29.16	$ 24.24	$ 27.21	$ 31.54	(18.25)
Computer Technician	$ 17.62	$ 21.59	$ 26.45	$ 18.64	$ 20.72	$ 24.20	4.03
Courier/Delivery Driver/Asst Fac Maint Worker	$ 10.93	$ 12.70	$ 14.75	$ 14.25	$ 16.19	$ 19.14	(27.48)
Librarian Assistant Branch Manager MLIS	$ 22.15	$ 25.36	$ 30.03	$ 24.24	$ 27.14	$ 31.91	(7.02)
Librarian MLIS - 0-3 years	$ 19.43	$ 23.80	$ 29.16	$ 22.73	$ 25.96	$ 28.80	(9.08)
Librarian MLIS - 3 plus years/specialized /supervisor	$ 22.01	$ 26.97	$ 33.03	$ 23.55	$ 27.07	$ 31.86	(0.37)
Public Services Assistant	$ 10.93	$ 12.70	$ 14.75	$ 12.45	$ 13.54	$ 15.61	(6.61)
Public Services Specialist	$ 13.80	$ 16.08	$ 19.32	$ 14.29	$ 16.03	$ 18.47	0.31
Public Services Supervisor	$ 17.62	$ 21.59	$ 26.45	$ 18.95	$ 21.33	$ 24.94	1.20

To be competitive in terms of both recruiting and retaining employees with the knowledge, skills, and abilities needed by the library system, the YVL management and Library Board of Trustees should address these variances by way of a phased in approach subject to available resources.

RECOMMENDATIONS

Based on the review of the data, the following changes are recommended for Yakima Valley Libraries. Please note that the Page and Material Processor position are recommended to be reclassed as Library Assistant 1's to meet the anticipated change in the State of Washington minimum wage requirements as of January 1, 2017.

Overview of Recommended Changes

Category	Job Title Old	New	Notes	GRADES Old	New	Wages Old Start	New Start
DIRECTORS							
	Director	Executive Library Director - Librarian*	Reports to Trustees - Oversees the district-Salary assigned by Trustees	NA	NA	-	-
	Deputy Director	Public Services Director - Librarian*	Reports to the Director - Oversees public service delivery and supervises Managers	NA	13	$ 0.00	$ 45.00
	Human Resources Director	Human Resources Director	Reports to the Director - Human Resources	15	12	$ 29.36	$ 32.00
	Pending	Administrative Services Director	Reports to the Director - Oversees human resources and designated departments	15	13	0.00	45.00
MANAGERS - LIBRARIAN* (5 + years management experience)							
	Managing Librarian V	Managing Librarian	Zone Manager - large library library manager and department/2 Zones	15	12	29.36	32.00
	Managing Librarian IV	Managing Librarian	Zone Manager - based on activity	14	12	29.39	32.00
	Managing Librarian III	Managing Librarian	Zone Manager - based on activity	13	12	24.71	32.00
	Managing Librarian II	Managing Librarian	Zone Manager - based on activity	12	NA	22.01	NA
	Managing Librarian I	Managing Librarian	Zone Manager - based on activity	11	NA	20.01	NA
	Collection Development Manager	Collection Development Manager	Manager of collection development district wide	14	12	27.18	32.00
	Programming and Marketing Manager	Programming and Marketing Manager	Manager of programming and marketing district wide	14	12	27.18	32.00
	Assistant Zone Manager	Technical Services and Outreach Manager	Manager of Technical Services and Outreach Services (Former Asst Zone Mgr)	14	12	27.18	32.00
MANAGERS - Non Librarian							
	Accounting Manager	Accounting Manager	Manages accounting department	14	11	27.18	27.18
	Facilities Manager	Facilities Manager	Manages facilities department	12	11	22.01	27.18
	IT Manager	IT Manager	Manages IT department	14	11	27.18	27.18
ASSISTANT MANAGERS - Librarian* (3 years supervisory experience)							
	Assistant Branch Manager	Assistant Branch Manager-Librarian 3	Librarian assisting Library Manager	11	10	20.01	25.00
SUPERVISORS - Departments Non Librarian							
	Assistant Facility Manager	Assistant Facility Manager	Assistant to Facilities Manager- change to Facilities Assistant Manager	9	6	18.50	18.50
	IT Systems Coordinator	IT Assistant Manager	Assistant to IT Manager - change to IT Assistant Manager	10	8	19.43	21.00
LIBRARIAN*							
	Librarian 1	Librarian 1	0 to 3 years librarian experience - entry level	10	7	19.43	20.25
	Librarian 2	Librarian 2	3 plus years librarian experience/department lead/CL supervisor 1 to 2	10	9	19.43	23.55
PUBLIC SERVICE SUPERVISORS - Non Librarian							
	Community Library Supervisor I	Community Library Supervisor I	Responsible for community library - reports to Zone Manager	4	3	11.17	14.25
	Community Library Supervisor II	Community Library Supervisor II	Responsible for community library - supervises 1 to 2 - reports to Zone Manager	7	4	15.16	16.25
	Community Library Supervisor III	Community Library Supervisor III	Responsible for community library - supervises 3 plus - reports to Zone Manager	10	7	19.43	20.25
	Public Services Supervisor III	Library Associate Supervisor	Assist in large branch or zone - may supervise public service staff	8	5	17.62	17.62
SUPPORT STAFF - Non Public Service							
	Accounting Assistant (specialist)	Accounting Assistant (specialist)	Accounting tasks-Reclass to title Accounting Specialist	5	3	13.80	14.25
	Administrative Coordinator	Executive Assistant	Assistant to the Director, oversight of public records	11	8	20.01	21.00
	Community Library Assistant Manager	HR Assistant Manager	Assists Human Resources Department	11	8	20.01	21.00
	Coordinators	Coordinators	Department coordinators - may supervise	9	6	18.50	18.50
	Facility Technician	Facility Technician	Facility Maintenance Technician/Delivery and Courier	3	3	10.93	14.25
	IT Techs	IT Techs	Skilled IT Technicians	8	6	17.62	17.62
	Material Services Processor	Library Assistant I	Technical Services tasks	2	1	9.51	11.15
	Technical Services Coordinator	Technical Services Coordinator	Coordination of Technical Services Tasks	8	6	17.62	17.62
SUPPORT STAFF - Public Service							
	Page	Library Assistant I	Entry level	1	1	9.23	11.15
	Public Services Assistant	Library Assistant I	Public services front line staff	3	1	10.93	11.15
	Public Services Specialist - PS Technician	Library Assistant II	Assist in department or community library - may open/close library	5	2	13.80	13.80

33 Titles

* Librarian - has a Professional Librarian's certificate issued by the Washington State Library

32 Benchmark positions

Proposed Wage Scale

Yakima Valley Libraries - Wage Scale
Draft - November 14, 2016

Job Titles	GRADE	Steps 1	2	3	4	5	6	7	8	9	10	2 Years Step Hold at 11 Years 11	12	13
Library Assistant 1	1	11.15 / 1,932.63 / 23,191.55	11.48 / 1,990.51 / 23,887.30	11.83 / 2,050.33 / 24,603.92	12.18 / 2,111.84 / 25,342.04	12.55 / 2,175.19 / 26,102.30	12.93 / 2,240.45 / 26,885.37	13.31 / 2,307.66 / 27,691.93	13.71 / 2,376.89 / 28,522.69	14.12 / 2,448.20 / 29,378.37	14.55 / 2,521.64 / 30,259.72	14.98 / 2,597.29 / 31,167.51	15.43 / 2,675.21 / 32,102.53	15.90 / 2,755.47 / 33,065.61
Library Assistant 2	2	13.80 / 2,391.95 / 28,703.46	14.21 / 2,463.71 / 29,564.55	14.64 / 2,537.62 / 30,451.49	15.08 / 2,613.75 / 31,365.03	15.53 / 2,692.17 / 32,305.96	16.00 / 2,772.93 / 33,275.16	16.48 / 2,856.12 / 34,273.42	16.97 / 2,941.80 / 35,301.62	17.48 / 3,030.06 / 36,360.67	18.01 / 3,120.96 / 37,451.49	18.55 / 3,214.59 / 38,575.03	19.10 / 3,311.02 / 39,732.28	19.68 / 3,410.35 / 40,924.25
CL Supervisor 1, Facility Maintenance Technician, Accounting Assistant	3	14.25 / 2,469.95 / 29,639.43	14.68 / 2,544.05 / 30,528.61	15.12 / 2,620.37 / 31,444.47	15.57 / 2,698.98 / 32,387.81	16.04 / 2,779.95 / 33,359.44	16.52 / 2,863.35 / 34,360.22	17.02 / 2,949.25 / 35,391.03	17.53 / 3,037.73 / 36,452.76	18.05 / 3,128.86 / 37,546.34	18.59 / 3,222.73 / 38,672.73	19.15 / 3,319.41 / 39,832.92	19.73 / 3,418.99 / 41,027.90	20.32 / 3,521.56 / 42,258.74
Community Library Supervisor II	4	16.25 / 2,816.61 / 33,799.35	16.74 / 2,901.11 / 34,813.33	17.24 / 2,988.14 / 35,857.73	17.76 / 3,077.79 / 36,933.46	18.29 / 3,170.12 / 38,041.47	18.84 / 3,265.23 / 39,182.71	19.40 / 3,363.18 / 40,358.19	19.99 / 3,464.08 / 41,568.94	20.59 / 3,568.00 / 42,816.01	21.20 / 3,675.04 / 44,100.49	21.84 / 3,785.29 / 45,423.50	22.49 / 3,898.85 / 46,786.21	23.17 / 4,015.82 / 48,189.79
Library Associate Supervisor	5	17.62 / 3,054.07 / 36,648.90	18.15 / 3,145.70 / 37,748.36	18.69 / 3,240.07 / 38,880.81	19.25 / 3,337.27 / 40,047.24	19.83 / 3,437.39 / 41,248.65	20.43 / 3,540.51 / 42,486.11	21.04 / 3,646.72 / 43,760.70	21.67 / 3,756.13 / 45,073.52	22.32 / 3,868.81 / 46,425.72	22.99 / 3,984.87 / 47,818.50	23.68 / 4,104.42 / 49,253.05	24.39 / 4,227.55 / 50,730.64	25.12 / 4,354.38 / 52,252.56
Collection Development Coordinator, Tech Services Coordinator, Facility Asst Manager, IT Technician, Web Tech	6	18.50 / 3,206.61 / 38,479.29	19.06 / 3,302.80 / 39,633.84	19.63 / 3,401.89 / 40,822.65	20.22 / 3,503.94 / 42,047.33	20.82 / 3,609.06 / 43,308.75	21.45 / 3,717.33 / 44,608.01	22.09 / 3,828.85 / 45,946.25	22.75 / 3,943.72 / 47,324.64	23.44 / 4,062.03 / 48,744.38	24.14 / 4,183.89 / 50,206.71	24.86 / 4,309.41 / 51,712.91	25.61 / 4,438.69 / 53,264.30	26.38 / 4,571.85 / 54,862.22
Community Library Supervisor III, Librarian I	7	20.25 / 3,509.93 / 42,119.19	20.86 / 3,615.23 / 43,382.77	21.48 / 3,723.69 / 44,684.25	22.13 / 3,835.40 / 46,024.78	22.79 / 3,950.46 / 47,405.52	23.48 / 4,068.97 / 48,827.68	24.18 / 4,191.04 / 50,292.52	24.90 / 4,316.77 / 51,801.29	25.65 / 4,446.28 / 53,355.33	26.42 / 4,579.67 / 54,955.99	27.21 / 4,717.06 / 56,604.67	28.03 / 4,858.57 / 58,302.81	28.87 / 5,004.32 / 60,051.89
Executive Assistant-Public Records Officer, IT Systems Assistant Manager, HR Assistant Manager, Library Associate Supervisor	8	21.00 / 3,639.93 / 43,679.16	21.63 / 3,749.13 / 44,989.53	22.28 / 3,861.60 / 46,339.22	22.96 / 3,977.45 / 47,729.40	23.64 / 4,096.77 / 49,161.28	24.34 / 4,219.68 / 50,636.12	25.08 / 4,346.27 / 52,155.20	25.83 / 4,476.65 / 53,719.86	26.60 / 4,610.95 / 55,331.45	27.40 / 4,749.28 / 56,991.40	28.22 / 4,891.76 / 58,701.14	29.07 / 5,038.51 / 60,462.17	29.94 / 5,189.67 / 62,276.04
Librarian II	9	23.55 / 4,061.92 / 48,983.08	24.26 / 4,204.38 / 50,452.55	24.98 / 4,330.51 / 51,966.13	25.73 / 4,460.43 / 53,525.11	26.51 / 4,594.24 / 55,130.96	27.30 / 4,732.07 / 56,784.79	28.12 / 4,874.03 / 58,488.33	28.96 / 5,020.25 / 60,242.98	29.83 / 5,170.86 / 62,050.27	30.73 / 5,325.98 / 63,911.78	31.65 / 5,485.76 / 65,829.13	32.60 / 5,650.33 / 67,804.01	33.58 / 5,819.84 / 69,838.13
Assistant Branch Manager - Librarian	10	25.00 / 4,333.25 / 51,999.00	25.75 / 4,463.25 / 53,558.97	26.52 / 4,597.14 / 55,165.74	27.32 / 4,735.06 / 56,820.71	28.14 / 4,877.11 / 58,525.33	28.96 / 5,023.42 / 60,281.09	29.85 / 5,174.13 / 62,089.53	30.75 / 5,329.35 / 63,952.21	31.67 / 5,489.23 / 65,870.79	32.62 / 5,653.91 / 67,846.90	33.60 / 5,823.53 / 69,882.31	34.61 / 5,998.23 / 71,978.78	35.64 / 6,178.18 / 74,138.14
Department Managers (non-librarian), Assistant Zone Manager	11	30.00 / 5,199.90 / 62,398.80	31.04 / 5,379.30 / 64,551.56	32.11 / 5,564.88 / 66,778.59	33.21 / 5,756.87 / 69,082.45	34.36 / 5,955.46 / 71,465.79	35.54 / 6,160.95 / 73,931.36	36.77 / 6,373.50 / 76,481.99	38.04 / 6,593.39 / 79,120.62	39.35 / 6,820.86 / 81,850.29	40.71 / 7,056.18 / 84,674.12	42.11 / 7,299.61 / 87,595.36	43.57 / 7,551.45 / 90,617.42	45.07 / 7,811.98 / 93,743.72
Department Managers (librarian), Managing Librarians, HR Director	12	32.00 / 5,546.56 / 66,558.72	33.10 / 5,737.92 / 68,855.00	34.25 / 5,935.87 / 71,230.49	35.43 / 6,140.66 / 73,687.95	36.65 / 6,352.51 / 76,230.18	37.91 / 6,571.68 / 78,860.12	39.22 / 6,798.40 / 81,580.79	40.58 / 7,032.94 / 84,395.33	41.98 / 7,275.58 / 87,306.97	43.42 / 7,526.59 / 90,319.06	44.92 / 7,786.26 / 93,435.07	46.47 / 8,054.86 / 96,658.58	48.07 / 8,332.78 / 99,993.30
Admin Svs Director, Public Services Director	13	45.00 / 7,799.85 / 93,598.20	46.55 / 8,068.94 / 96,827.34	48.15 / 8,347.32 / 100,167.88	49.82 / 8,635.31 / 103,623.67	51.54 / 8,933.22 / 107,198.59	53.32 / 9,241.42 / 110,897.04	55.16 / 9,560.25 / 114,722.99	57.06 / 9,890.06 / 118,680.94	59.03 / 10,231.29 / 122,775.43	61.06 / 10,584.27 / 127,011.18	63.17 / 10,949.42 / 131,393.07	65.35 / 11,327.18 / 135,926.13	67.60 / 11,717.96 / 140,615.58
Deputy Director	14	48.00 / 8,319.84 / 99,838.08	49.66 / 8,606.87 / 103,282.49	51.37 / 8,903.81 / 106,845.74	53.14 / 9,210.99 / 110,531.92	54.97 / 9,528.77 / 114,345.27	56.67 / 9,857.52 / 118,290.18	58.83 / 10,197.60 / 122,371.19	60.86 / 10,549.42 / 126,593.00	62.96 / 10,913.37 / 130,960.46	65.14 / 11,289.88 / 135,478.59	67.38 / 11,679.38 / 140,152.60	69.71 / 12,082.32 / 144,987.87	72.11 / 12,499.16 / 149,989.95
Director - Set by Board of Trustees	15													

BUDGET IMPACT

The estimated cost to implement the 2017 Compensation and Classification recommendations is $164,673 in wages and $73,438 in benefits for a projected increase of $238,111. The increase will be paid for out of reserved payroll funds decreasing the amounts set aside for retirements. The reserve for retirement can be reduced with the change of YVL demographics to a younger staff and decreased liability for vacation and sick leave payouts.

IMPLEMENTATION

With the adoption of the 2017 Budget, the new wage scale will be in effect as of January 1, 2017. Each staff person will have their current job placed on the new scale. Scheduled merit increases will continue on their regularly scheduled dates.

SUPPORTING DOCUMENTS

Benchmark Positions

Title	Cl Supervisor 1
Description of job duties:	Non-MLS
	1 staff
	No supervision of staff

Comparable Organizations	Minimum	Midpoint	Maximum
City of Yakima			
Mid-Columbia Libraries			
North Central Regional Library	12.72	14.88	18.07
PNUniversity			
Spokane County Library District			
Spokane Public Library			
Walla Walla Public			
Walla Walla Rural County			
Yakima County			
MEDIAN WAGES	12.72	14.88	18.07
Yakima Valley Libraries	11.77	13.71	26.48

Recommendation/Notes
WSL - small branch

Title	Librarian 1
Description of job duties:	MLS
	0 to 3 years experience
	Entry Level

Comparable Organizations	Minimum	Midpoint	Maximum
City of Yakima			
Mid-Columbia Libraries	23.61	26.57	31.08
North Central Regional Library			
PNUniversity			
Spokane County Library District	23.04	25.34	28.80
Spokane Public Library	22.41	26.57	30.33
Walla Walla Public			
Walla Walla Rural County	22.08	24.34	26.84
Yakima County			
MEDIAN WAGES	22.73	25.96	29.57
Yakima Valley Libraries	19.43	23.80	29.16

Recommendation/Notes

Title	Cl Supervisor 2
Description of job duties:	Non MLS
	1 to 3 staff
	Supervision of staff

Comparable Organizations	Minimum	Midpoint	Maximum
City of Yakima			
Mid-Columbia Libraries			
North Central Regional Library	22.87	26.75	32.54
PNUniversity			
Spokane County Library District			
Spokane Public Library			
Walla Walla Public			
Walla Walla Rural County	25.63	28.26	31.16
Yakima County			
MEDIAN WAGES	24.25	27.51	31.85
Yakima Valley Libraries	15.96	18.59	22.34

Recommendation/Notes
WSL - medium branch

Title	Librarian 2
Description of job duties:	MLS
	3 plus years/specialized

Comparable Organizations	Minimum	Midpoint	Maximum
City of Yakima			
Mid-Columbia Libraries			
North Central Regional Library			
PNUniversity		26.44	
Spokane County Library District	26.50	29.16	33.14
Spokane Public Library	23.55	27.70	31.86
Walla Walla Public			
Walla Walla Rural County	-	-	-
Yakima County			
MEDIAN WAGES	23.55	27.07	31.86
Yakima Valley Libraries	22.01	26.97	33.03

Recommendation/Notes

Title	Cl Supervisor 3
Description of job duties:	Non MLS
	4 plus staff
	Supervision of staff

Comparable Organizations	Minimum	Midpoint	Maximum
City of Yakima			
Mid-Columbia Libraries	24.24	27.28	31.91
North Central Regional Library	22.87	26.50	32.54
PNUniversity			
Spokane County Library District	24.89	27.14	30.86
Spokane Public Library			
Walla Walla Public			
Walla Walla Rural County	25.63	28.26	31.1
Yakima County			
MEDIAN WAGES	24.47	27.21	31.54
Yakima Valley Libraries	19.43	23.01	29.16

Recommendation/Notes
WSL - Large branch 5-9 staff, MLS required

Title	Librarian 3
Description of job duties:	MLS
	Assistant Branch Manager

Comparable Organizations	Minimum	Midpoint	Maximum
City of Yakima			
Mid-Columbia Libraries	24.24	27.28	31.91
North Central Regional Library	22.87	26.75	32.54
PNUniversity			
Spokane County Library District	24.89	27.14	30.86
Spokane Public Library			
Walla Walla Public			
Walla Walla Rural County			
Yakima County			
MEDIAN WAGES	24.24	27.14	31.91
Yakima Valley Libraries	22.15	25.36	30.03

Recommendation/Notes
Not noted in WSL report, using Manager of Large Branch, MLS, 5 to 9 staff

Title	Computer Technician
Description of job duties:	

Comparable Organizations	Minimum	Midpoint	Maximum
City of Yakima	16.59	18.11	19.89
Mid-Columbia Libraries	20.73	23.72	27.73
North Central Regional Library	14.88	17.37	21.14
PNUniversity			
Spokane County Library District	23.04	25.34	28.8
Spokane Public Library			
Walla Walla Public			
Walla Walla Rural County			
Yakima County	21.57	24.06	25.43
MEDIAN WAGES	18.64	20.72	24.20
Yakima Valley Libraries	17.62	21.59	26.45

Recommendation/Notes
Computer operator WSL report

Title	Public Service Assistant
Description of job duties:	Entry level tasks

Comparable Organizations	Minimum	Midpoint	Maximum
City of Yakima			
Mid-Columbia Libraries			
North Central Regional Library	10.86	12.72	15.44
PNUniversity			
Spokane County Library District	12.62	13.58	15.77
Spokane Public Library	17.28		22.58
Walla Walla Public			
Walla Walla Rural County	12.38	13.54	14.92
Yakima County			
MEDIAN WAGES	12.45	13.54	15.61
Yakima Valley Libraries	10.93	12.70	14.75

Recommendation/Notes
WSL - Library Assistant 1

Title	Courier/Delivery Driver Assistant Facility Worker
Description of job duties:	

Comparable Organizations	Minimum	Midpoint	Maximum
City of Yakima			
Mid-Columbia Libraries	14.03	15.79	18.47
North Central Regional Library	14.88	17.37	21.14
PNUniversity			
Spokane County Library District			
Spokane Public Library			
Walla Walla Public			
Walla Walla Rural County	12.38	13.54	14.93
Yakima County	14.46	16.58	19.81
MEDIAN WAGES	14.25	16.19	19.14
Yakima Valley Libraries	10.93	12.70	14.75

Recommendation/Notes
MLS required in libraries compared

Title	Public Service Specialist
Description of job duties:	May open/close small mediulm libraries

Comparable Organizations	Minimum	Midpoint	Maximum
City of Yakima			
Mid-Columbia Libraries	14.03	15.79	18.47
North Central Regional Library			
PNUniversity			
Spokane County Library District	14.85	16.34	18.56
Spokane Public Library	18.80		23.99
Walla Walla Public	14.29	16.26	18.23
Walla Walla Rural County	-	-	-
Yakima County			
MEDIAN WAGES	14.29	16.03	18.47
Yakima Valley Libraries	13.80	16.08	19.32

Recommendation/Notes   Public Services Technician
WSL - Library Assistant 2

Title   **Public Services Supervisor**

Description of job duties: Large library supervisor

Comparable Organizations		Minimum	Midpoint	Maximum
City of Yakima				
Mid-Columbia Libraries		18.95	21.33	24.94
North Central Regional Library				
PN University		18.95	21.33	24.94
Spokane County Library District		18.88	20.75	23.59
Spokane Public Library		19.32	22.74	26.14
Walla Walla County		13.55	14.94	16.47
Walla Walla Public		23.28	26.5	29.72
Yakima County				
MEDIAN WAGES		**18.95**	**21.33**	**24.94**
Yakima Valley Libraries		17.62	21.59	26.45

Recommendation/Notes   Library Associate Supervisor
WSL - Supervisory Library Associate