



**Augmentations/Reallocations
Request to Classify Form**
(This form is not needed for a change in FTE)



Instructions: Please submit the Request to Classify Form for each new position or reallocation of an existing position to Irene Espinoza, in the Human Resources Department (HRD). HRD will notify you regarding the status of your request or if additional information is necessary. **Please attach a copy of the current and proposed organizational chart depicting the proposed position. Both organizational charts must reflect current FTE's (filled and vacant).**

Department/Division: Library Department

Current Budget Unit Number: 6110-8141

New Budget Unit Number: 6110-8141
(if applicable)

Department Contact for Information: Name: Kris Amaral
Phone: 831-883-7564

Select Corresponding Position Status Maintenance Code (PSTS) for Position Status Maintenance Transaction (PSMT):		Insert # of Requested Allocations (same class only)
<input type="checkbox"/> New Allocation		
<input type="checkbox"/> Reallocation, Filled Position		
<input checked="" type="checkbox"/> Reallocation, Vacant Position	<i>Department Information ^{Systems} Specialist</i>	1

Estimated % of total time spent on task/duty (column should equal 100%)	DESCRIPTION OF TASKS/DUTIES TO BE PERFORMED Use a separate paragraph for each task or duty. Attach additional sheets as necessary. Do not include verbiage directly from the class specification. <i>(Please note rows will expand to allow for thorough description of task/duty)</i>
40%	Interact and coordinate with vendors, staff, clients, and ITD staff to resolve hardware and software issues: <ul style="list-style-type: none"> • Hardware includes: faxes, printers, print release stations, PCS, Macs, Chromebooks, tablets, self-checkout stations and other library equipment • Software includes: VPN, filtering, print management, ecommerce, Windows, Office 365, Sharepoint

10%	Manage Integrated Library System (ILS) systemwide <ul style="list-style-type: none"> • Currently vendor Polaris • RFP or joint venture with other libraries anticipated early 2020, with migration at end of current contract April 2021
5%	Evaluate and configure systems through analysis and maintenance of system requirements, and make recommendations for purchase, migration, alternatives on the market
10%	Act as project lead on rolling out new equipment including assessment, timelines, and staff training
10%	Coordinate, prepare, and present training to staff on new software and hardware, classroom or one on one <ul style="list-style-type: none"> • Writes and updates associated user guides and instructions for MCFL
5%	Installs, tests, and updates software
10%	Assess, repair, or replace broken PCs and peripherals
5%	Images new equipment
5%	Inventories new and old equipment, tracks storage of equipment

JUSTIFICATION FOR REQUEST: Describe what changes have occurred (i.e., new legislative mandates, departmental reorganization, new services, new equipment, etc.) that necessitate the need for an additional position. Explain why duties cannot be absorbed by another existing position. Describe consequences or ramifications if the position is not approved. *[Please note field(s) will expand to allow space for justification]*

The technological needs of the Library Department have changed, and staff now require a broader knowledge of online applications, hardware and software options, and methods to achieve strategic service goals through technology and automation. The Library Department requires many systems to interact seamlessly to the customer, including a robust Integrated Library System, public computers in each branch location, self-checkout machines, printing for the public, and numerous wireless applications.

This person will also require skills in training and writing for the staff and the public, along with excellent and ongoing communication with the staff reporting in issues, Library Administration in allocating resources and setting priorities, and with vendors to ensure that costs are controlled and service is what is required. This person will need to resolve problems independently, often offsite, and without the requirement for ongoing supervision.

Upcoming projects include:

Migration of the Integrated Library System (ILS) either through joining other public libraries in a cooperative catalog, or working on a Request for Proposal (RFP), assessing responses, and selecting the next ILS for the Monterey County Free Libraries with the Administrative team.

Selecting and evaluating new options in the library market for print control, time control, filtering, lending, remote service, and other hardware and software issues that are particular to libraries.

Key person on the team to roll out needed infrastructure improvements such as fiber to Parkfield and Big Sur branches, cradlepoints to the three bookmobiles, and self-serve options such as automated vending machines or self-service hours for remote locations.

Training staff and migrating staff work to Sharepoint, along with training on Office 365, One Drive, and maintenance of the new Monterey County Free Libraries website.

Key person on the team to create a technology plan to accompany the new Library Strategic Plan, assist with technology benchmarking, and recommend hardware, software, and service options to meet strategic goals.

Were the new duties previously performed by another position(s)?

No Yes (If yes, what is/are the job title(s) of the other position(s)?)

The higher level duties are currently performed by the Managing Librarian, which is taking her away from her other duties of oversight, strategy, management, and supervision

Is there any other position(s) within the department performing in a similar capacity assigned comparable duties to this position?

No Yes (If yes, what is/are the job title(s) of the other position(s)?)

No, though some of these elements have teams working on aspects, nobody is doing this scope of duties other than the Managing Librarian.

Has reappportioning duties among currently available positions to avoid adding an additional position been considered?

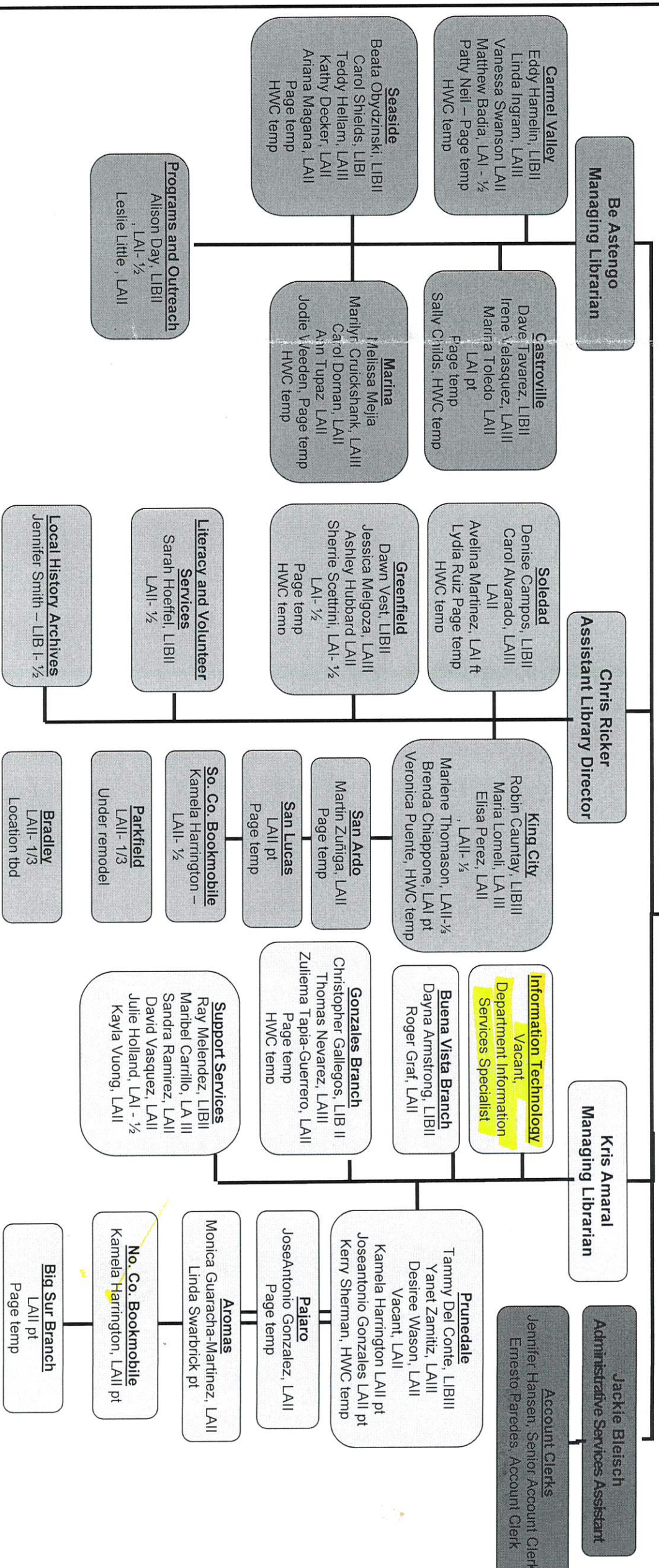
No Yes (If no, explain why this is not a viable alternative)

This is a reclassification of an existing position, not an addition. The duties are now being done by the Managing Librarian, which is taking her away from her core duties.

DEPARTMENT HEAD:	
Comments:	
Department Head Signature: <u>Hillary Shyn</u>	Date: <u>12/2/19</u>

DEPARTMENTAL HR ANALYST:	
Class Recommendation: <u>Dept Information Systems Coordinator</u>	Class Code: <u>43J05 GR</u>
Systems Programmer Analyst I	16C53
Departmental HR Analyst Signature: <u>Gina Rain</u>	Date: <u>12/11/19</u>

FOR HRD USE ONLY:	
Approved Class Title: <u>DEPT. INFORMATION SYSTEM COORDINATOR</u>	Class Code: <u>43J05</u>
HRD Classification Analyst Signature: <u>Steve Espinoza</u>	Date: <u>12/23/19</u>
Distribution of HRD Job Class Determination: <input type="checkbox"/> Rocio Quezada (CAO - Admin. Secretary) <input type="checkbox"/> CAO Budget Analyst <input type="checkbox"/> Departmental HR Analyst	



ORGANIZATION CHART

MONTEREY COUNTY FREE LIBRARIES

Proposed

