

**Outside Budget Cycle  
Augmentations/Reallocations  
Request to Classify Form  
FY 2020-2021**



**Instructions:** Please submit the Request to Classify Form for each new position or reallocation of an existing position to Channelle Ceralde and 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 – 6110

Budget Unit Number: 8141

Department Contact for Information: Name: Hillary Theyer

Phone: 831-883-7566

Select Corresponding Position Status Maintenance Code (PSTS) for Position Status Maintenance Transaction (PSMT):	
<input type="checkbox"/> New Allocation	<b>Leave Unfilled</b>
<input type="checkbox"/> Reallocation, Filled Position	<i>[Insert Current Classification Title]</i>
<input checked="" type="checkbox"/> Reallocation, Vacant Position	Library Assistant I (0.5 FTE)

Estimated % of total time spent on task/duty	<b>DESCRIPTION OF TASKS/DUTIES TO BE PERFORMED</b> Use a separate paragraph for each task or duty. Attach additional sheets as necessary. <b>Do not</b> include verbiage directly from the class specification. <i>(Please note rows will expand to allow for thorough description of task/duty)</i>
10%	Lead, develop, update, inventory of STREAM (Science Literacy) kits for outreach.
35%	Schedule classroom visits, visit classrooms, distribute materials throughout the year.
10%	Attend Community Outreach events to promote the Library.
15%	Support Homework Centers with monthly data collection, surveys to parents and students, collecting and filling supply and resource needs for the branch libraries.
10%	Summer Reading Program support – assist with prize distribution, surveys, statistics, and materials.
10%	Summer Reading Program – develop and deliver programs in branch or bookmobile locations.
10%	Branch Library support – programming or staff assistance as needed.

**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 Programming, Outreach, and Youth Services (POYS) area of library service, under direction of a Librarian II, has grown greatly in the past few years, in areas that require staff with higher levels of training and authority. Demand for programming, outreach presence, and branch support has increased. At the same time, office-based clerical work has decreased with automation, and is expected to keep doing so. To support the Librarian II in the POYS function, this position needs to be able to independently take a bookmobile to an outreach event, develop and present programming, develop and create resources, and serve as back up to branch libraries. A Library Assistant I is classified to “perform routine paraprofessional work under supervision” and is designated to “assist with library programs and class visits.” In contrast, the department needs someone that can perform a full range of duties with only occasional instruction or assistance and frequently out of proximity of a supervisor. In addition, the departments need someone that can be called out for bookmobile, and the POYS area is receiving a new Bookmobile, dubbed the “Reading Machine” and has increased needs for outreach and services via Bookmobile.

In addition, part-time Library Assistant I positions, though with PERS and access to benefits, have higher turnover than full-time positions, and the goal for the Library Department is to create and enhance career pathways through the system, offering promotional and developmental opportunities for a career here with the County. This would offer a higher level of responsibility, and opportunity, to learn and grow within the County in a vibrant and thriving area of public library service.

If this is not approved, the Library will fill the existing .5 FTE Library Assistants I positions, leaving many of the higher-level needs still to be balanced among other staff. This results in declined outreach opportunities, uneven youth programming systemwide, and taking the time of the Librarian II and Managing Librarian further away from planning and oversight of these major service functions of the Library Department.

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)?)

Currently slated as two .5 FTE Library Assistants I, both vacant. Primarily the statistics and record keeping, not the independent outreach and programming that is required of our proposed reallocation.

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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)?)

The POYS area has another full-time Library Assistant II performing similar duties.

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Please describe what efforts the Department has made to reapportion duties to existing positions/staff.

Assign specialized POYS functions to branch staff, taking them away from other branch duties, or to the Librarian II in charge of the POYS area, taking her away from planning and oversight of the area, or to the Managing Librarian, taking her time away from planning and oversight of major functions of the Library Department. This has resulted in declining outreach opportunities, due to inability to staff them, and uneven POYS service across the system, as programming may be dependent on the skills and availability of branch staff.

Department Head Name: **Hillary Theyer**  
DocuSigned by:  
 Department Head Signature: *Hillary Theyer* Date 1/6/2021 | 2:00 PM PST  
67A9664F68B2433...  
 Comments:

Departmental HR Analyst Name: **Jovany Luna**  
DocuSigned by:  
 Departmental HR Analyst Signature: *Jovany Luna Correa* Date: 1/6/2021 | 1:48 PM PST  
0E2EBA43442A402...  
 Class Recommendation: *Library Assistant II* Class **80C21**  
 Code: \_\_\_\_\_

**FOR HRD USE ONLY:**

Approved Class Title: Library Assistant II Class Code: 80C21

HRD Classification Analyst: DocuSigned by: *Chanelle Ceralde* Date: 01/13/2021  
D8653B680ACC4DA...  
 Chanelle Ceralde, Associate Personnel Analyst

Distribution of HRD Job Class Determination:

CAO Budget Analyst  Rocio Quezada (CAO – Admin. Secretary)

Departmental HR Analyst