



Legislation Details (With Board Report)

**File #:** 19-0467      **Name:** Step 6 for Library Director  
**Type:** General Agenda Item      **Status:** Passed - Human Resources Department  
**File created:** 6/7/2019      **In control:** Board of Supervisors  
**On agenda:** 6/18/2019      **Final action:** 6/18/2019  
**Title:** a. Authorize an advanced placement at Step 6 for Hillary Theyer, selected for the position of Library Director (11A05), in accordance with Personnel Policies and Practices Resolution No. 98-394, Sections A.1.11.1 and A.1.11.5, effective upon her appointment to the position.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Board Report, 2. 19. Completed Board Order

Date	Ver.	Action By	Action	Result
6/18/2019	1	Board of Supervisors	approved - human resources department	Pass

a. Authorize an advanced placement at Step 6 for Hillary Theyer, selected for the position of Library Director (11A05), in accordance with Personnel Policies and Practices Resolution No. 98-394, Sections A.1.11.1 and A.1.11.5, effective upon her appointment to the position.

**RECOMMENDATION:**

It is recommended that the Board of Supervisors:  
Authorize an advanced placement at Step 6 for Hillary Theyer, selected for the position of Library Director (11A05), in accordance with Personnel Policies and Practices Resolution No. 98-394, Sections A.1.11.1 and A.1.11.5, effective upon her appointment to the position.

**SUMMARY/DISCUSSION:**

The Human Resources Department, in collaboration with Executive Search Firm Avery Associates, conducted a nationally advertised open, competitive recruitment for Library Director. Representatives both internal and external to Monterey County, including select County Department Heads, executive administrators from other cities, the Foundation for Monterey County Free Libraries, and the Monterey County Office of Education assisted in the competitive interview process leading to the recommendation of Ms. Theyer, and this request. She has accepted an offer of employment contingent on approval of appointment to Step 6 of the salary range.

Placement at an advanced step may be requested to compensate employee commensurate with their specialized knowledge, skill, years of relevant experience, and recognition of their current compensation. Pursuant to the provision of the Personnel Policies and Practices Resolution (PPPR) No. 98-394, Board of Supervisors' approval is required to authorize placement above Step 3 in Unit Y.

Ms. Theyer earned a Master of Library and Information Science Degree in 1994 from UCLA and a Master of Art Degree in Public Administration from CSU, Long Beach in 2005. In addition, Ms. Theyer has 30 years of public library service, and over seven years as a Library Director overseeing six facilities and 110 FTE's. Ms. Theyer has successful experience obtaining numerous grants and led the development of an in-house Plan of Services (akin to a Strategic Plan). Ms. Theyer is President-Elect of the California Library Association, was

recognized as the 2017 Library Advocate of the Year, and the 2016 Librarian of the Year, both from the California Public Library Advocates.

In determining the appropriate step for appointment, specialized knowledge, skill, years of relevant experience, and difficulty in recruiting and attracting qualified candidates for the position were considered. Salary recommendations have been made in accordance with the County's PPPR, Sections A.1.11.1 and A1.11.5. These sections provide for appointment at a higher salary step for reasons including credit for experience, difficulty of recruitment, avoiding injustice, and employee negotiation.

Therefore, approval is requested to place Ms. Theyer at Step 6 of the County's current salary schedule for the classification of Library Director.

OTHER AGENCY INVOLVEMENT:

There was no outside agency involvement.

FINANCING:

The Library Director position is included in the Library Department's FY 2019-20 Budget and rate structure.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The proposed recommended action supports the Board of Supervisors administration strategic initiative. Ms. Theyer's demonstrated abilities and history as an established library director are expected to lead to significant contributions for the benefit of the County Library Department, other Monterey County departments and user agencies, and County citizens. The recommended action will enable the Library Department to continue promoting an organization that practices efficient and effective resource management by attracting, recruiting, and retaining a diverse talented workforce that supports the mission of the Department.

Mark a check to the related Board of Supervisors Strategic Initiatives

- Economic Development
- Administration
- Health & Human Services
- Infrastructure
- Public Safety

Prepared by: Lisa Hughes, Administrative Secretary-Confidential, x5202  
Approved by: Irma Ramirez-Bough, Director of Human Resources, x5043

Attachments:  
Board Report