

**REQUEST FOR PROPOSALS (RFP)
PERSONNEL CLASSIFICATION & COMPENSATION STUDY
SONOMA COUNTY LIBRARY
June 3, 2013**

The Sonoma County Library is pleased to invite you to respond to a Request for Proposal for “A Personnel Classification & Compensation Study.”

Proposals must be received no later than 2:00 p.m. PDT on Wednesday, July 3.

A. *Introduction*

- 1. Background:** The Sonoma County Library (Library) seeks proposals from qualified human resource management firms to conduct a comprehensive study of its personnel classification and compensation systems. The last comprehensive study of the Library’s position classifications was a review of non-management positions completed in 2001, with additional work done in 2007-2008. There has not been a recent comprehensive assessment of the Library’s compensation package.

While public library services and operations have changed rapidly over the past twenty years, the Sonoma County Library’s personnel classification system has remained relatively static. The impact of technology on work and services is the primary impetus for change—and the nature of the work performed by staff has changed as a result.

- 2. The Library:** The Sonoma County Library (SCL) is a joint powers agency¹ established between the County of Sonoma and the county’s incorporated cities to provide library services throughout the county. The Library Joint Powers Authority (JPA) is governed by a seven-member Library Commission which includes five appointees of the County Board of Supervisors, and one each from the cities of Petaluma and Santa Rosa. The Commission is an administrative board which provides policy direction over the staffing, budget, operations, and development of the Library system. The Board of Supervisors is responsible for final approval of the Library budget pursuant to the JPA agreement. Current services are financed through property tax revenue, fees, fines, public donations, and State and Federal aid.

¹ A JPA Review Advisory Committee is currently reviewing the JPA and will make recommendations for modifications to the County Board of Supervisors and the nine city councils in Fall 2013.

The Sonoma County Library is a countywide public service system. SCL provides a general and comprehensive collection of books, magazines, periodicals, subscription databases, and multi-media materials for reference and public borrowing. Services to children under age twelve are especially comprehensive. The Library has a unified, systemwide, online public catalog which provides location and availability information about books and other materials and enables self-service placing of hold requests. Van delivery service among all of the libraries operates five days a week to ensure prompt transfer of materials from the point of location to the point of requested pick up. The Library maintains a website (www.sonomalibrary.org) that serves a variety of information needs 24 hours a day, including access to a range of licensed databases. Internet access and databases services are provided to the public at the libraries and from remote locations. The Library contracts with the Mendocino County Library to provide bookmobile service to Sea Ranch and Stewarts Point. SCL operates a specialized Wine Library within the Healdsburg Regional Library, acts as the Sonoma County Archives, provides a comprehensive collection in Sonoma County history, and offers an introductory-level collection in genealogy. The Library is a partial Federal and State documents depository.

The 491,829 residents of Sonoma County are served through a total of 15 library facilities, 14 of which are for direct public service and one is for staff-only access to stored archival material. The Santa Rosa Central Library serves as the system headquarters. In 2011-12, the Library circulated 3,417,493 items, welcomed 2,012,546 visitors to its facilities, and had 1,993,287 viewings of its web online resources.

The Library is authorized to employ 138.325 FTE positions. There are an additional 31 people who serve as temporary (extra help) staff, bringing the total number of people to an average of 180. Attachment A shows the current classifications, the number of FTE in each, and the salary range. Attachment B are summary organization charts.

B. Statement of Requirements - Services Required of Successful Proposer

1. **Objective:** The Library seeks an updated Classification and Compensation Plan (Plan) that recognizes the changes in public library services and operations as well as the evolving financial conditions. This new Plan should include:
 - a. updated job descriptions, job classifications and salary schedules as well as recommended benefits schedules commensurate with labor markets;
 - b. labor markets that include both public and private sectors as appropriate for specific positions (e.g., the Chief Financial Officer, Facilities Services Section staff, information technology staff);
 - c. an evaluation of horizontal and vertical salary structure of the existing system with recommendations to achieve internal and external parity and equity.
2. **Scope of Work:** The study will include all 138.325 full-time permanent positions--management, mid-management, and line classifications—in a total of 36 classifications. (See Attachment A for details). All but nine of those positions are in a single bargaining unit represented by SEIU Local 1021. Two positions that are classified as confidential

currently are unfunded and unfilled, and the remaining seven positions are at-will management positions, two of which are currently unfunded and unfilled.

The Library seeks to answer the following questions as part of the study:

- a. Are our current positions classified appropriately?
- b. Are the current class specifications correct in their designation as exempt and non-exempt under the definitions of the Fair Labor Standards Act (FLSA)?
- c. Certain classes and groups of classes (Librarian II, Library Technician II and III) include a high percentage of the staff and yet provide limited opportunities for career advancement. What options might be available to the Library to provide career ladders?
- d. Do the position classifications reflect the changing environment in public libraries, with the increased emphasis on the use of technology to deliver services and to support the delivery of services?
- e. What are the options for re-defining the Library Technician classes?
- f. Is the Library's compensation package competitive with those of similar California public libraries and/or public agencies in the California and Sonoma County? How does compensation compare to those for positions that we compete with private companies for staff?
- g. Are the salary relationships appropriate both vertically and horizontally?
- h. Please analyze the entire compensation package. How does it compare to those of similar organizations? To those that we are competing with for workers? Do you have any suggestions for balancing the need for competitive compensation with the Library's fiscal constraints.

3. Basic Tasks & Deliverables: The project should include the following tasks and deliverables:

- a. Review background materials including organizational charts, personnel policies, job descriptions, prior classification and compensation studies (as available), the current classification and compensation plan, salary schedules, benefit packages and related information.
- b. Develop a list of public libraries and other public agencies to be used for salary comparisons.²
- c. Meet with the Library Management Team and Library Commission to explain the philosophy and components of the study processes to be used.

² The Library may be required to conduct a study of comparable salaries in the next 60 days to meet the requirements of the fact-finding process required by the Meyers-Milias-Brown Act. If this is necessary, the selected firm will be asked to evaluate the list of agencies used for salary comparisons and to validate the findings of that study.

- d. Conduct orientation and briefing sessions for all employees covered within the scope of the study.
 - e. Develop a job analysis questionnaire for distribution to each permanent employee; review and analyze the completed questionnaires; conduct interviews with employees as required.
 - f. Complete an internal salary relationship analysis to include the creation of internal benchmarks to establish and maintain internal equity.
 - g. Survey public libraries and public agencies within the labor market to compare job descriptions, job classifications and total compensation packages. Compare the Library's allocation of positions to library paraprofessional and professional positions as well as the relative allocation of positions to management, including span of control data. Provide a written report including the methodology, findings and analysis of the data.
 - h. Allocate employees to an appropriate job classification within the updated structure. Develop externally competitive and internally equitable salary recommendations for each job classification included in the study.
 - i. Provide reports and updates on progress as requested. Meet as required with Library Commission, Library Management Team, and bargaining unit representatives to review and discuss the proposed Plan.
 - j. Develop an updated Plan detailing: classifications, classification specifications and job descriptions as required to reflect uniform distinguishing characteristics, essential job functions, minimum qualifications, working conditions, license requirements, regulatory requirements and other responsibilities as appropriate; salaries and related salary structures; recommend deletion of outdated and unnecessary classifications. Document procedures for the implementation and maintenance of the Plan.
 - k. Submit draft Plan for Library review and modify as needed.
 - l. Prepare and submit final version of the Plan. Provide a written and electronic manual and final plan document. The final version should include an introduction and a section that describes the classification concepts and provides information about the distinction of various levels within classification series and other pertinent information.
 - m. Present the final Plan to the Library Commission and any related committees, bargaining units, etc.
- 4. Option A – Additional Tasks & Deliverables:** Review and analyze actual and projected revenue and expenditures for fiscal years 2009 through 2014 and prepare a report for the Library Commission comparing the Library's salary and benefit expenditures to comparable public libraries in California. The report should present the expenditures as a percentage of the Library's annual General Fund operating revenues and operating expenditures. The report should break down the Library's

personnel expenses by category and compare such data against similar data from comparable public libraries in California. Provide a written report including the methodology, findings and analysis of the data. Incorporate the report into the basic tasks and deliverables.

See RFP Section F.4. Proposal Format and Contents (page 6) for instructions on describing the Project Approach and Work Schedule and the Cost of Service for the Basic Tasks and Option A.

- 5. Additional Tasks & Deliverables:** Additional activities may be suggested by bidders. Potentially, following the award of a contract, additional services may be identified by the Library or consultant. In order to facilitate the possibility of additional services, the Consultant is requested to provide a listing of the hourly billable rates for those persons assigned to this contract. No amendments may be entered into without prior authorization by the Library Commission.

C. Schedule

The following schedule is subject to change. Except as provided below, changes will only be made by written amendment to this Request for Proposals, which amendment shall be issued to all parties by the Library.

Date	Event
May 31, 2013	Release Request for Proposals
June 14, 2013	Deadline for Proposer's Questions
June 21, 2013	Library's Responses to Questions Due
July 3, 2013	Proposals Due
July 17, 2013	Proposals Evaluated by Library
July 24, 2013	Interviews Conducted by Skype if needed
July 31, 2013	Notice of Intent to Award <i>(subject to delay without notice to proposers)</i>
August 5, 2013	Library Commission Awards Contract <i>(subject to delay without notice to proposers)</i>

D. Questions

Proposers will be required to submit any questions in writing before the close of business Friday, June 14, 2013, in order for staff to prepare written responses. Written answers will be shared with all potential bidders. Questions are best received and most quickly responded to when sent via e-mail directly to RFP@sonoma.lib.ca.us. Questions will not be accepted by phone.

E. Corrections and Addenda

1. If a proposer discovers any ambiguity, conflict, discrepancy, omission, or other error in this RFP, the proposer shall immediately notify the contact person of such error in writing and request clarification or modification of the document. Modifications will be made by addenda as indicated below to all parties in receipt of this RFP.
2. If a proposer fails to notify the contact person prior to the date fixed for submission of proposals of a known error in the RFP, or an error that reasonably should have been known, the proposer shall submit a proposal at their own risk, and if the proposer is awarded a contract they shall not be entitled to additional compensation or time by reason of the error or its subsequent correction.
3. Addenda issued by the Library interpreting or changing any of the items in this RFP, including all modifications thereof, shall be incorporated in the proposal. The proposer shall submit the addenda cover sheet with the proposal (or deliver them to the Library Director's Office, Sonoma County Library, 211 E Street, Santa Rosa, CA 95404, if the proposer has previously submitted a proposal to the Library). Any oral communication by the Library's designated contact person or any other Library staff member concerning this RFP is not binding on the Library and shall in no way modify this RFP or any obligations arising hereunder.

F. Proposal Submittal

1. **Form:** Proposers must submit one (1) electronic copy, one (1) signed original, and four (4) copies of the signed proposal by Wednesday, July 3, 2013 at 2 p.m. PDT. Proposals must be enclosed in a sealed envelope or package and clearly marked "**PERSONNEL CLASSIFICATION & COMPENSATION STUDY**". Proposals shall be submitted to:
Library Director's Office
Attn: Rebecca Forth (RFP@sonoma.lib.ca.us)
Sonoma County Library
211 E Street
Santa Rosa, CA 95404
Telephone: 707.545.0831, ext. 1553
2. **Due Date:** Proposals must be received no later than 2:00 p.m. PDT on July 3, 2013. The proposal due date is subject to change. If the proposal due date is changed, all known recipients of the original RFP will be notified of the new date.
3. **General Instructions:** To receive consideration, proposals shall be made in accordance with the following general instructions:
 - a. The completed proposal shall be without alterations or erasures.
 - b. No oral or telephonic proposals will be considered.
 - c. The submission of a proposal shall be an indication that the proposer has investigated and satisfied him/herself as to the conditions to be encountered, the character, quality and scope of the work to be performed, and the requirements

of the Library, including all terms and conditions contained within this RFP.

- 4. Proposal Format and Contents:** For ease of review and to facilitate evaluation, the proposals for this project should be organized and presented in the order requested as follows:

a. Section I - Organizational Information:

Provide specific information concerning the firm in this section, including the legal name, address and telephone number of your company and the type of entity (sole proprietorship, partnership, or corporation and whether public or private). Include the name and telephone number of the person(s) in your company authorized to execute the proposed contract. If two or more firms are involved in a joint venture or association, the proposal must clearly delineate the respective areas of authority and responsibility of each party. All parties signing the Agreement with the Library must be individually liable for the completion of the entire project even when the areas of responsibility under the terms of the joint venture or association are limited.

Firm Description: Provide a description of the firm, number of years in business, and its core competencies.

Key Personnel: Identify the key personnel and their back-ups who will be assigned to the program.

b. Section II - Qualifications and Experience:

Provide specific information in this section concerning the firm's experience in the services specified in this RFP, preferably within the State of California. Provide specific information on projects that have included classification/or compensation studies for public libraries.

Examples of completed projects, as current as possible, should be submitted, as appropriate. **References are required.** Please provide names, addresses, and telephone numbers of contact persons within three (3) client agencies for whom similar services have been provided.

Debarment or Other Disqualification: Proposer must disclose any debarment or other disqualification as a vendor for any federal, state or local entities. Proposer must describe the nature of the debarment/disqualification, including where and how to find such detailed information.

c. Section III - Project Approach and Work Schedule:

Provide a description of the methodology developed to perform all required services, with an aggressive schedule that will complete the project before April 30, 2014, if possible. This schedule should contain specific milestones and dates of completion which will be used to set schedules. Also identify the extent of Library personnel involvement deemed necessary, including key decision points at each stage of the project. Information as to the type of any software that is anticipated to be used in the planning process should also be discussed.

Include your response to the Statement of Requirements as referenced in Section B., beginning on page 2.

For Basic Tasks & Deliverables and Option A, detail the Project Approach And Work Schedule separately.

d. Section IV - Cost of Service:

The proposal shall clearly state ALL of the costs associated with the project, broken down by category of products and services, and all on-going costs for recommended or required products and services, such as maintenance.

The project costs must be broken out and include all expenses that will be charged to the Library, including but not limited to hourly rates for labor, software costs, software maintenance costs, implementation fees, shipping, insurance, communications, documentation reproduction, and all expenses, including travel, meal reimbursement, hotel per diems, taxes, etc. Failure to clearly identify all costs associated with the proposal may be cause for rejection of the Consultant's proposal.

For Basic Tasks & Deliverables and Option A, detail the Cost of Service separately.

e. Section V – Identification of Subcontractors:

Proposers shall identify all subcontractors they intend to use for the proposed scope of work. For each subcontractor listed, proposers shall indicate (1) what products and/or services are to be supplied by that subcontractor and, (2) what percentage of the overall scope of work that subcontractor will perform.

f. Section VI - Insurance:

The selected proposer will be required to submit and comply with all insurance as described in the attached Sample Agreement. Securing this insurance is a condition of award for this contract.

g. Section VII - Additional Information:

Include any other information you believe to be pertinent but not required.

h. Section VIII – Contract Terms:

Proposers must include a statement acknowledging their willingness to accept the sample contract terms (Attachment A) or identify specific exceptions to the sample agreement.

I. Selection Process

1. All proposals received by the specified deadline will be reviewed by the Library for content, including but not limited to fee, related experience and professional qualifications of the bidding consultants.
2. Library employees will not participate in the selection process when those employees have a relationship with a person or business entity submitting a proposal which would subject those employees to the prohibition of Section 87100 of the Government Code. Any person or business entity submitting a proposal who has such a relationship with a Library employee who may be involved in the selection process shall advise the Library of the name of the Library employee in the proposal.
3. Proposals may be evaluated using the following criteria (note that there is no value or ranking implied in the order of this list):
 - a) Demonstrated ability to perform the services described;
 - b) Experience, qualifications and expertise;
 - c) Quality of work as verified by references;
 - d) Costs relative to the scope of services;
 - e) A demonstrated history of providing similar services to comparable entities, i.e., projects that include public agencies and public libraries;
 - f) Willingness to accept the Library's contract terms; and
 - g) Any other factors the evaluation committee deems relevant. (When such criteria are used for evaluation purposes, the basis for scoring will be clearly documented and will become part of the public record.)
 - h) The locality of the Proposer.
4. The Library Director reserves the right, in her sole discretion, to take any of the following actions at any time before Commission approval of an award: waive informalities or minor irregularities in any proposals received, reject any and all proposals, cancel the RFP, or modify and re-issue the RFP. Failure to furnish all information requested or to follow the format requested herein may disqualify the proposer, in the sole discretion of the Library. False, incomplete, misleading or unresponsive statements in a proposal may also be sufficient cause for a proposal's rejection.
5. The Library may, during the evaluation process, request from any proposer additional information which the Library deems necessary to determine the proposer's ability to perform the required services. If such information is requested, the proposer shall be permitted three (3) business days to submit the information requested.
6. An error in the proposal may cause the rejection of that proposal; however, the Library may, in its sole discretion, retain the proposal and make certain corrections. In determining if a correction will be made, the Library will consider the conformance of the proposal to the format and content required by the RFP, and any unusual complexity of the format and content required by the RFP. If the proposer's intent is clearly established based on review of the complete proposal submittal, the Library may, at its sole option, correct an error based on that established content. The Library may also

correct obvious clerical errors. The Library may also request clarification from a proposer on any item in a proposal that Library believes to be in error.

7. The Library reserves the right to select the proposal which in its sole judgment best meets the needs of the Library. ***The lowest proposed cost is not the sole criterion for recommending contract award.***
8. All firms responding to this RFP will be notified of their selection or non-selection after the evaluation committee has completed the selection process.
9. Generally, the firm selected by the Evaluation Committee will be recommended to the Library Commission for this project, but the Commission is not bound to accept the recommendation or award the project to the recommended firm.

J. Finalist Interviews

After initial screening, the evaluation committee may select those firms deemed most qualified for this project for further evaluation. Interviews of these selected firms may be conducted as part of the final selection process. Interviews may or may not have their own separate scoring during the evaluation process.

K. General Information

1. Rules and Regulations

The issuance of this solicitation does not constitute an award commitment on the part of the Library, and the Library shall not pay for costs incurred in the preparation or submission of proposals. All costs and expenses associated with the preparation of this proposal shall be borne by the proposer.

- a. The Library reserves the right to reject any or all proposals or portions thereof if the Library determines that it is in the best interest of the Library to do so.
- b. The Library may waive any deviation in a proposal. The Library's waiver of a deviation shall in no way modify the RFP requirements nor excuse the successful proposer from full compliance with any resultant agreement requirements or obligations. Sonoma County Library reserves the right to reject any or all proposals, or to waive any defect or irregularity in a proposal. The Library further reserves the right to award the agreement to the proposer or proposers that, in the Library's judgment, best serves the needs of the Library.
- c. All proposers submit their proposals to the Library with the understanding that the recommended selection of the review committee is final and subject only to review and final approval by the Library Director and the Library Commission.
- d. Upon submission, all proposals shall be treated as confidential documents until the selection process is completed. Once the notice of intent to award is issued by the Library, all proposals shall be deemed public record. In the event that a proposer desires to claim portions of its proposal exempt from disclosure, it is incumbent upon the proposer to clearly identify those portions with the word "Confidential" printed on the top right hand corner of each page for which such privilege is claimed, and to clearly identify the information claimed confidential by highlighting, underlining, or

bracketing it, etc. Examples of confidential materials include trade secrets. Each page shall be clearly marked and readily separable from the proposal in order to facilitate public inspection of the non-confidential portion of the proposal. The Library will consider a proposer's request for exemptions from disclosure; however, the Library will make its decision based upon applicable laws. An assertion by a proposer that the entire proposal, large portions of the proposal, or a significant element of the proposal, are exempt from disclosure will not be honored and the proposal may be rejected as non-responsive. Prices, makes and models or catalog numbers of the items offered, deliverables, and terms of payment shall be publicly available regardless of any designation to the contrary.

- e. The Library will endeavor to restrict distribution of material designated as confidential to only those individuals involved in the review and analysis of the proposals. Proposers are cautioned that materials designated as confidential may nevertheless be subject to disclosure. Proposers are advised that the Library does not wish to receive confidential or proprietary information and those proposers are not to supply such information except when it is absolutely necessary. If any information or materials in any proposal submitted are labeled confidential or proprietary, the proposal shall include the following clause:

- **[Legal name of proposer]** shall indemnify, defend and hold harmless the Sonoma County Library, its officers, agents and employees from and against any request, action or proceeding of any nature and any damages or liability of any nature, specifically including attorneys' fees awarded under the California Public Records Act (Government Code §6250 et seq.) Arising out of, concerning or in any way involving any materials or information in this proposal that **[legal name of proposer]** has labeled as confidential, proprietary or otherwise not subject to disclosure as a public record.

2. Nonliability of Library

The Library shall not be liable for any precontractual expenses incurred by the proposer or selected contractor or contractors. The Library shall be held harmless and free from any and all liability, claims, or expenses whatsoever incurred by, or on behalf of, any person or organization responding to this RFP.

3. Proposal Alternatives

Proposers may not take exception or make material alterations to any requirement of the RFP. Alternatives to the RFP may be submitted as separate proposals and so noted on the cover of the proposal. The Library reserves the right to consider such alternative proposals, and to award an agreement based thereon if it is determined to be in the Library's best interest and such proposal satisfies all minimum qualifications specified in the RFP. Please indicate clearly in the proposal that the proposal offers an alternative to the RFP.

4. Lobbying

Any party submitting a proposal or a party representing a proposer shall not influence or attempt to influence any member of the selection committee, any member of the Library

Commission, or any employee of the Sonoma County Library, with regard to the acceptance of a proposal. Any party attempting to influence the RFP process through ex-parte contact may be subject to rejection of their proposal.

5. Form of Agreement

- a. No agreement with the Library shall have any effect until a contract has been signed by both parties.
- b. A sample of the agreement is included as Attachment C hereto. Proposers must be willing to provide the required insurance and accept the terms of this sample agreement. With few exceptions, the terms of the Library's standard agreement will not be negotiated. *Indemnification language will not be negotiated.*
- c. Proposals submitted shall include a statement that (i) the proposer has reviewed the sample agreement and will agree to the terms contained therein if selected, or (ii) all terms and conditions are acceptable to the proposer except as noted specifically in the proposal. A proposer taking exception to the Library's sample agreement must also provide alternative language for those provisions considered objectionable to the proposer. Please note that any exceptions or changes requested to the Agreement may constitute grounds to reject the proposal.
- d. Failure to address exceptions to the sample agreement in your proposal will be construed as acceptance of all terms and conditions contained therein.
- e. Submission of additional contract exceptions after the proposal submission deadline may result in rejection of the consultant's proposal.

6. Duration of Proposal; Cancellation of Awards; Time of the Essence

- a. All proposals will remain in effect and shall be legally binding for at least ninety (90) days.
- b. Unless otherwise authorized by Library, the selected consultant will be required to execute an agreement with the Library for the services requested within sixty (60) days of the Library's notice of intent to award. If agreement on terms and conditions acceptable to the Library cannot be achieved within that timeframe, or if, after reasonable attempts to negotiate such terms and conditions, it appears that an agreement will not be possible, as determined at the sole discretion of the Library, the Library reserves the right to retract any notice of intent to award and proceed with awards to other consultants, or not award at all.

7. Withdrawal and Submission of Modified Proposal

- a. A proposer may withdraw a proposal at any time prior to the submission deadline by submitting a written notification of withdrawal signed by the proposer or his/her authorized agent. Another proposal may be submitted prior to the deadline. A proposal may not be changed after the designated deadline for submission of proposals.

Attachments:

Attachment A: Position Classification and Allocation

Attachment B: Organization Chart(s)

Attachment C: Sample Agreement (To be distributed no later than Monday, June 10, 2013.)

ATTACHMENT A

Sonoma County Library

Classification	Step 1	Step 10		2012-13	2013-2014	2013-2014
				Base	Requested	Recommended
Account Clerk II	1822	2269		1.000	1.000	1.000
Account Clerk III	2182	2718		1.000	1.000	1.000
Accounting Assistant	2343	2919		2.000	2.000	2.000
Administrative Aide	2343	2919		2.500	2.500	2.500
Administrative Services Division Manager	4029	5019		1.000	1.000	1.000
Branch Manager	3353	4178		10.000	10.000	10.000
Building Mechanic II	2741	3415		1.000	1.000	1.000
Building Mechanic II - Lead	2878	3586		1.000	1.000	1.000
Business Analyst - Lead	2635	3283		1.000	1.000	1.000
Central Library Manager	3521	4387		1.000	1.000	1.000
Delivery Person	1822	2269		2.000	2.000	2.000
Director	7251	7251		1.000	1.000	1.000
Facilities Manager	3837	4781		1.000	0.000	0.000
Graphic Artist	2380	2965		1.000	1.000	1.000
Human Resources Manager	3837	4781		1.000	1.000	1.000
Info Technology Manager	3837	4781		0.000	1.000	1.000
Librarian I/II	2697	3361		28.687	27.825	27.825
Librarian I/II - BiLing	2797	3461		2.500	2.500	2.500
Librarian II - Lead	2764	3443		1.000	1.000	1.000
Librarian III	3119	3887		4.000	4.000	4.000
Librarian III - IT Team Co-Lead	3197	3983		1.000	1.000	1.000
Librarian IV	3950	4922		3.000	3.000	3.000
Librarian IV+2%	4029	5019		2.000	0.000	0.000
Library Associate	2070	2580		5.407	5.363	5.363
Library Services Specialist	1822	2269		1.000	1.000	1.000
Library Technician II	1477	1841		10.914	12.862	12.862
Library Technician II - BiLing	1577	1941		0.750	0.000	0.000
Library Technician III	1759	2191		38.567	38.525	38.525
Library Technician III - BiLing	1859	2291		2.500	2.250	2.250
Materials Management Division Manager	4029	5019		0.000	1.000	1.000
Public Services Division Manager	4029	5019		0.000	1.000	1.000
Sr Info Technology Specialist	3119	3887		1.000	1.000	1.000
Supervising Library Technician	2292	2856		5.000	5.000	5.000
Tech Supp Spec II - IT Team Co-Lead	2941	3663		1.000	1.000	1.000
Technical Support Specialist I	2386	2973		1.500	1.500	1.500
Technical Support Specialist II	2801	3489		1.000	1.000	1.000
Total Full Time Equivalent (FTE)				138.325	138.325	138.325

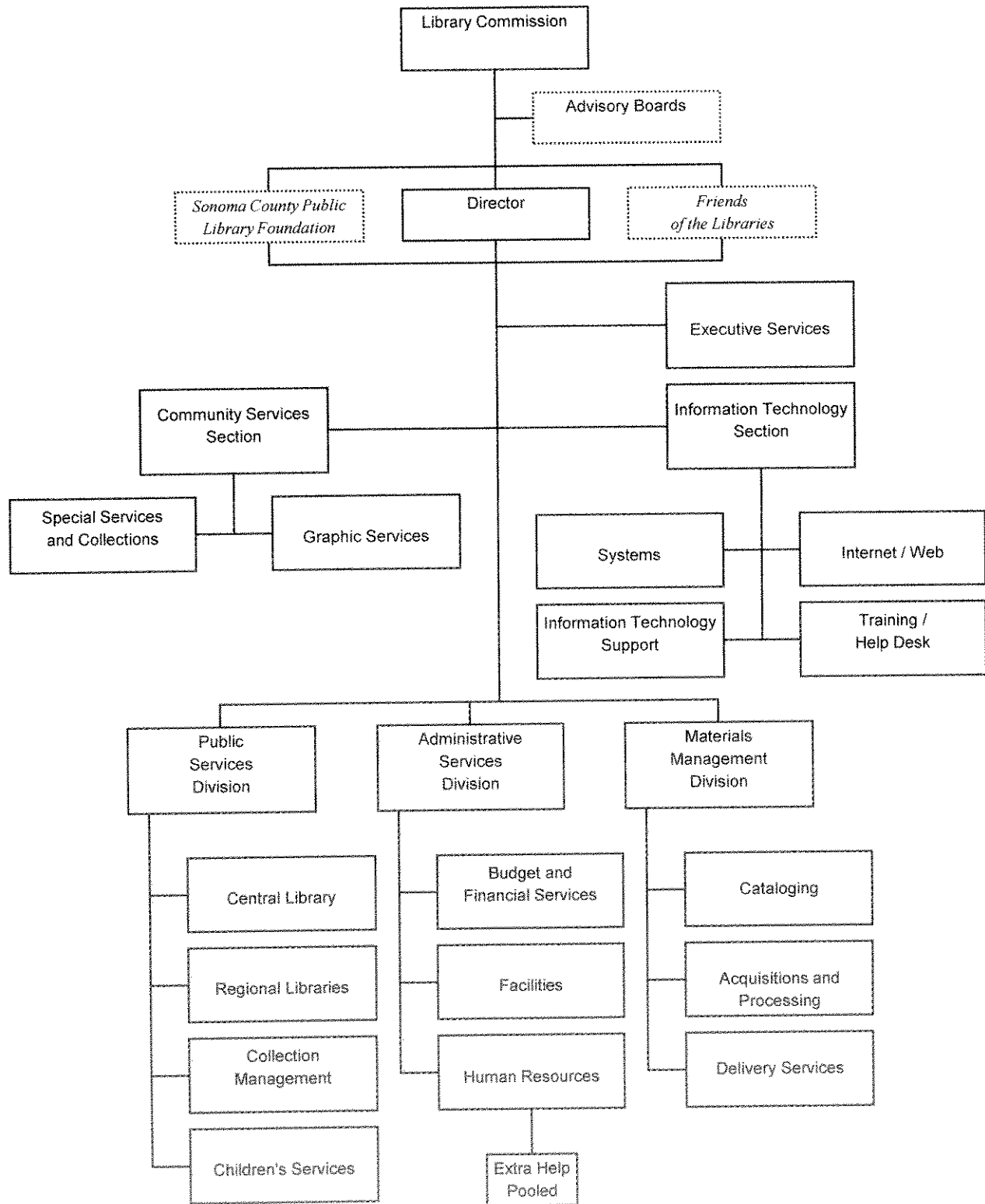
SONOMA COUNTY LIBRARY

FISCAL YEAR 2012-2013

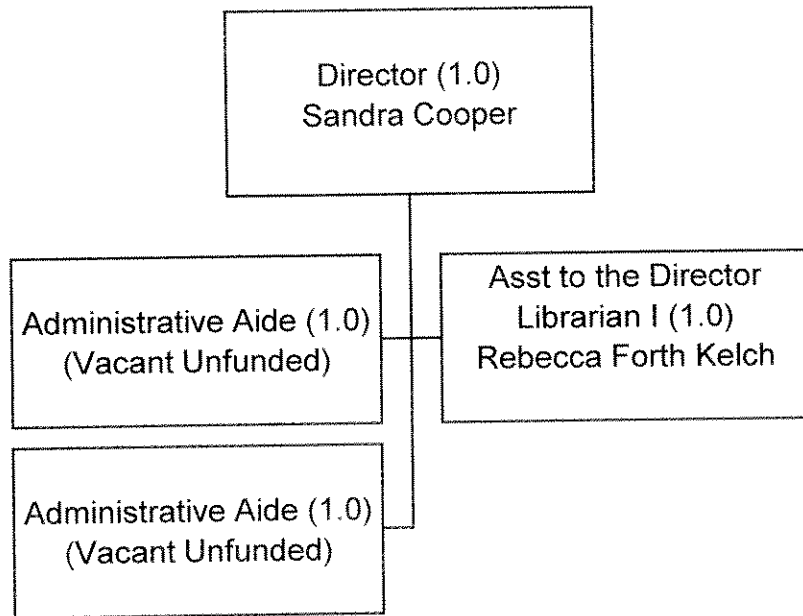
ORGANIZATION CHARTS

Effective 11-17-2012

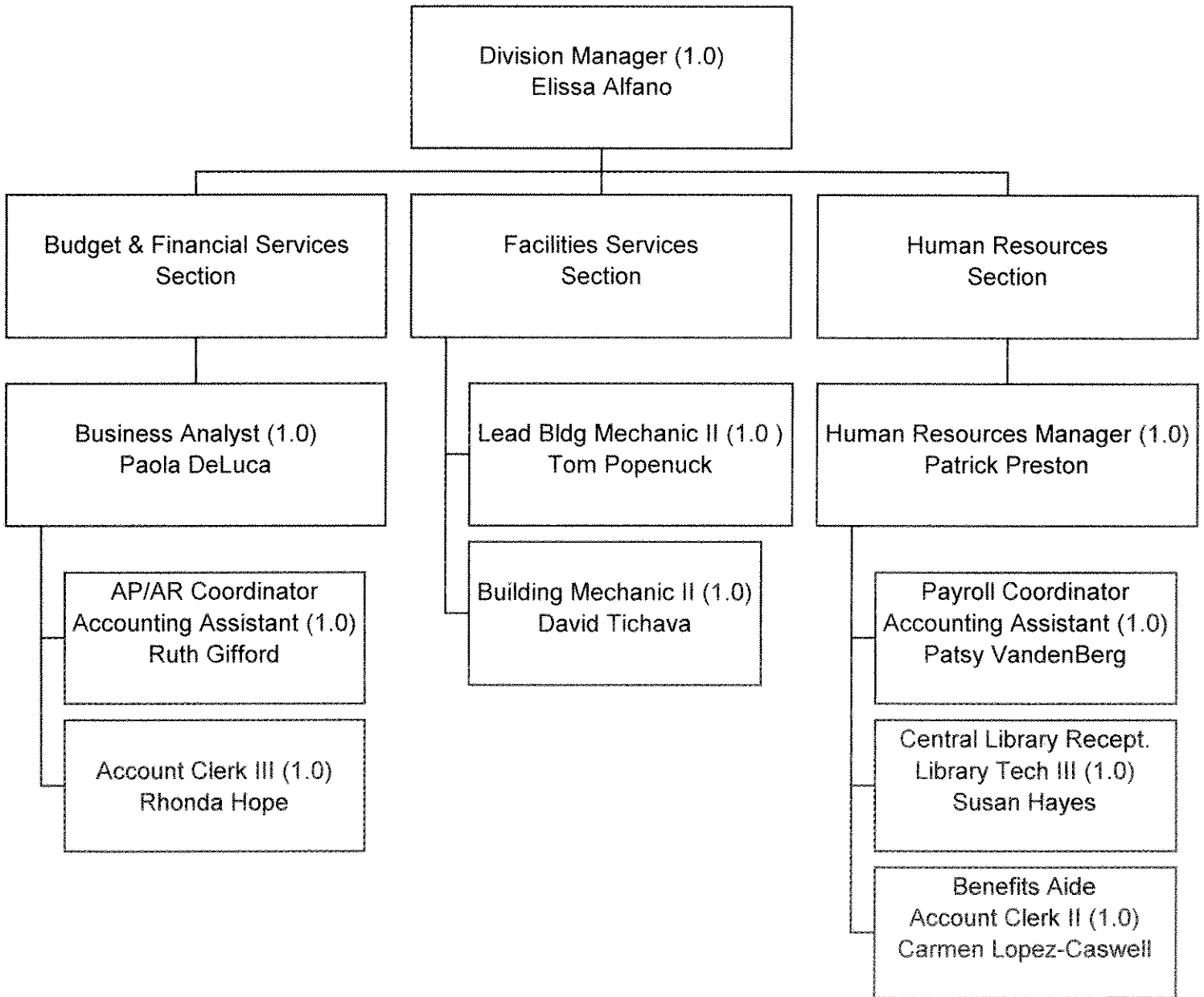
SONOMA COUNTY LIBRARY 2012-2013 Organization Chart



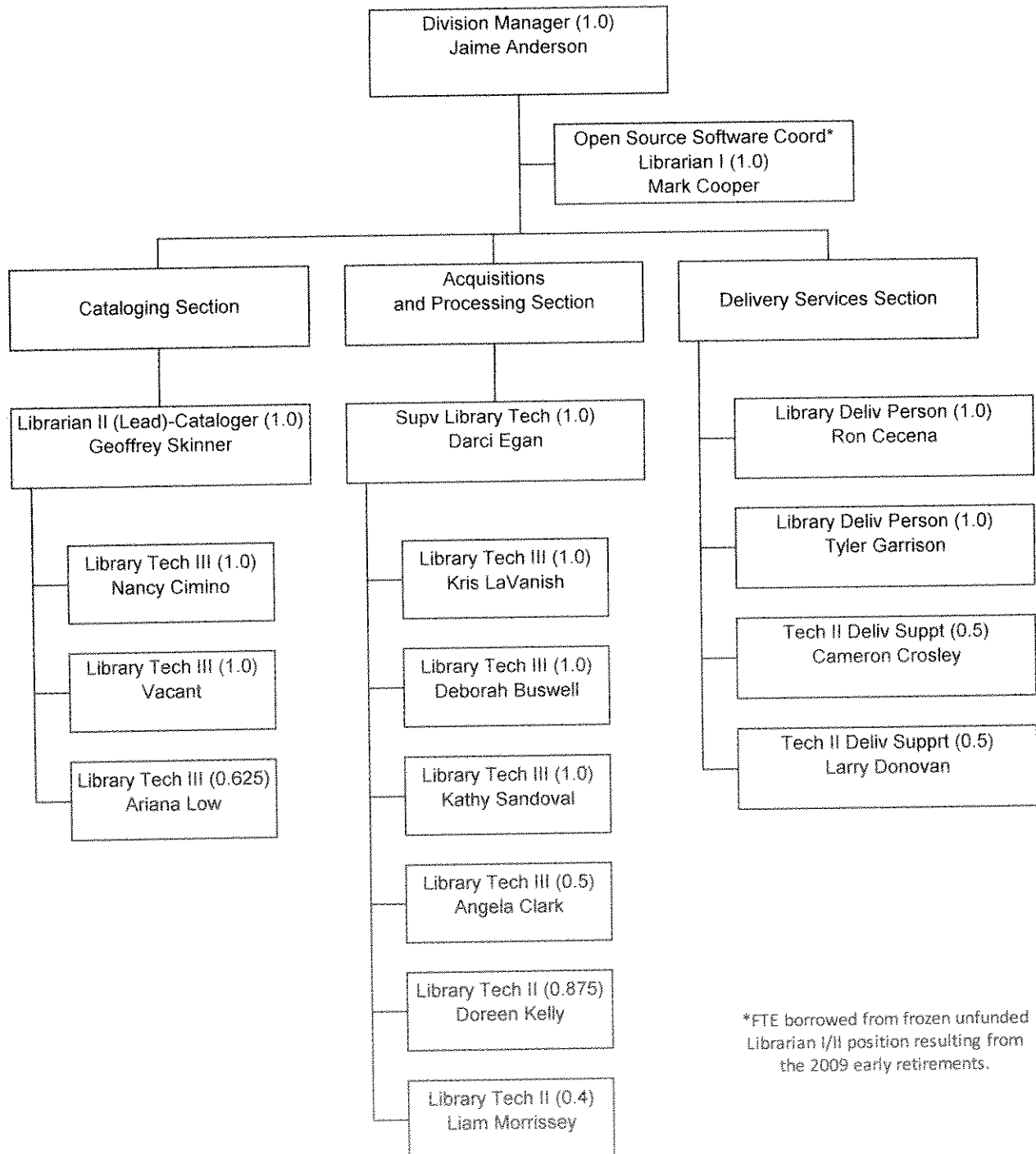
EXECUTIVE SERVICES DIVISION



ADMINISTRATIVE SERVICES DIVISION

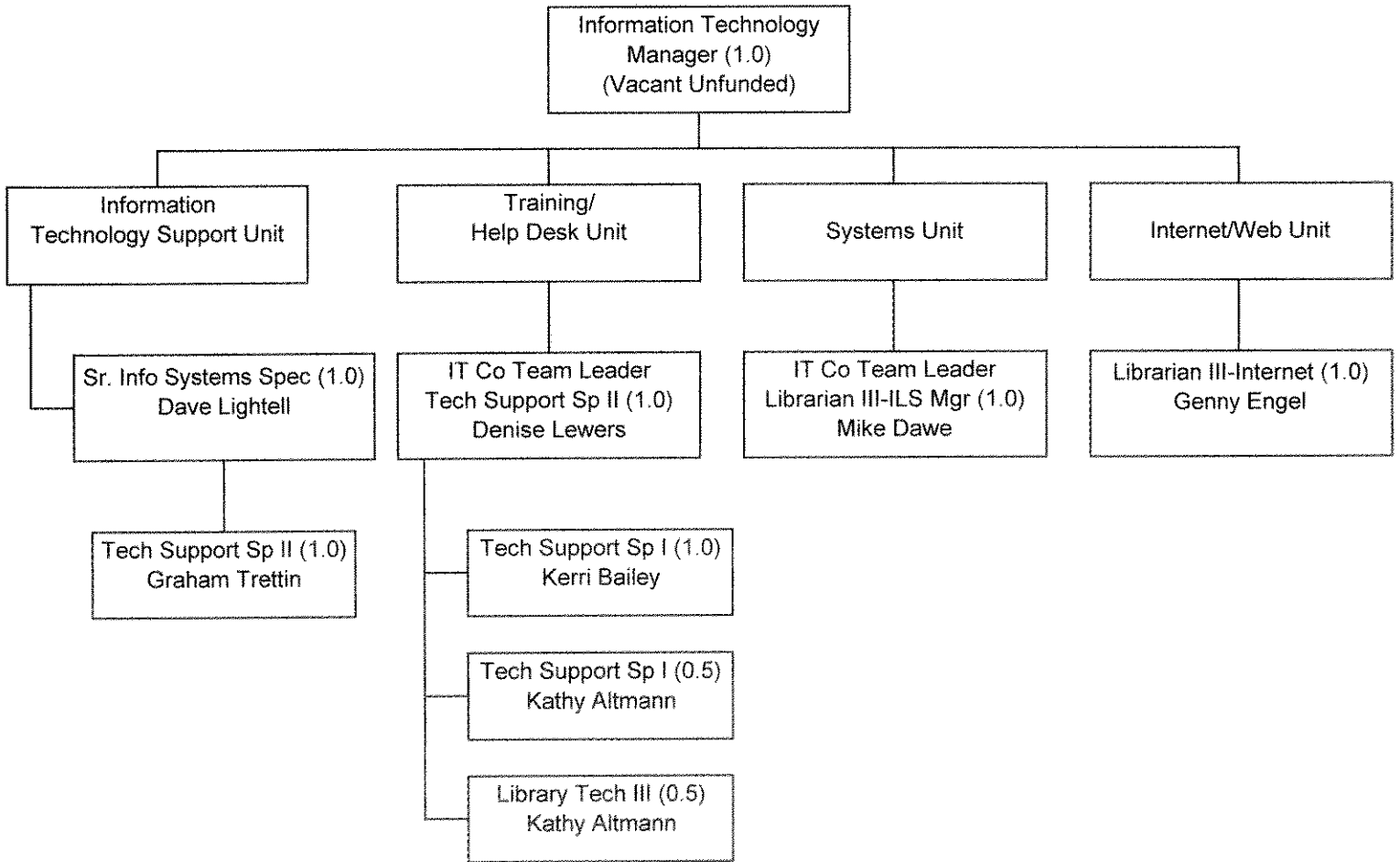


MATERIALS MANAGEMENT DIVISION

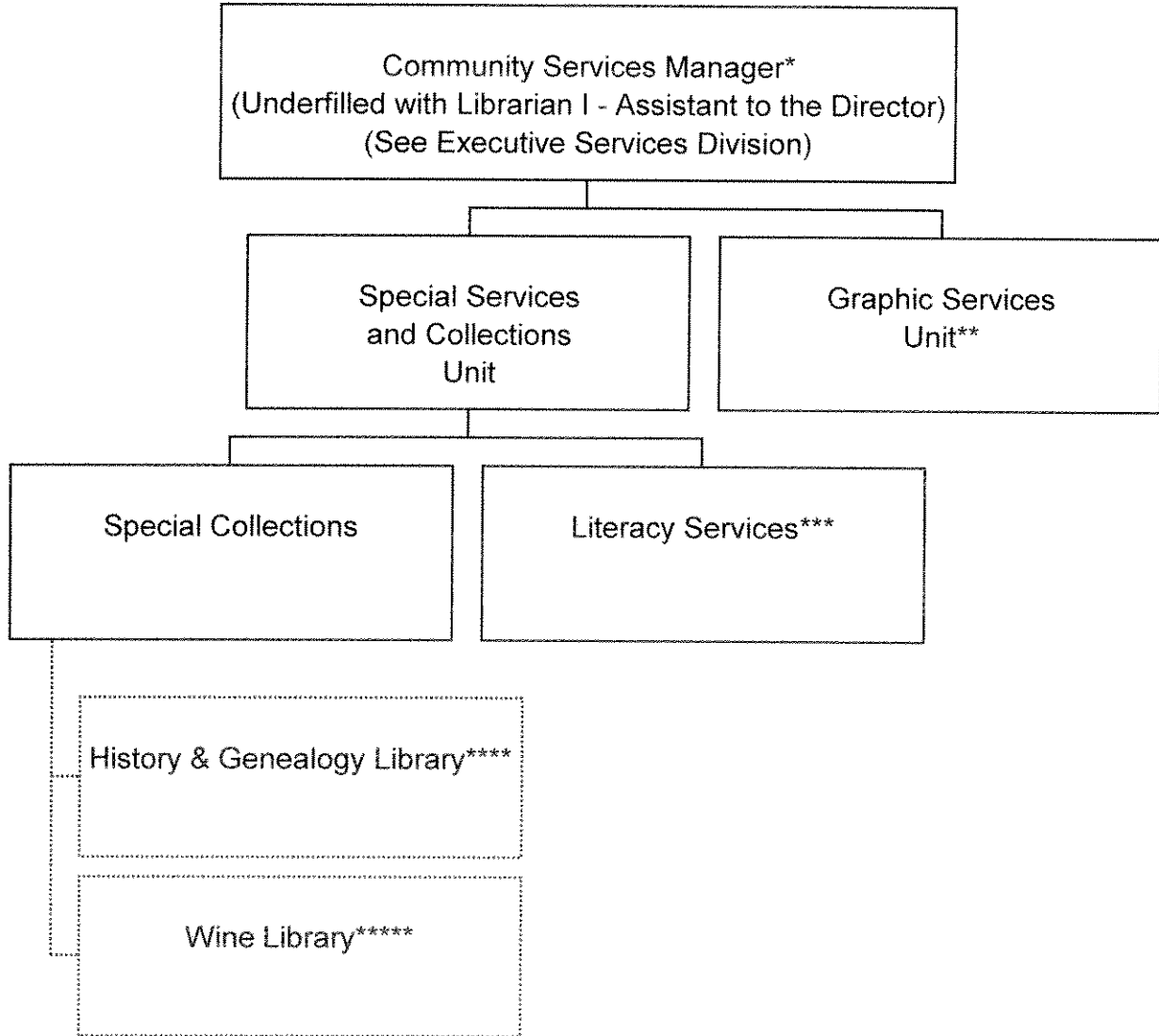


*FTE borrowed from frozen unfunded Librarian I/II position resulting from the 2009 early retirements.

INFORMATION TECHNOLOGY SECTION
 (currently entire section reports to Library Director)



COMMUNITY SERVICES SECTION (currently unfunded)



*The Community Services Manager responsibilities include coordinating library fundraising and community partnerships for the Library. In that capacity, the person will work closely with the staff of both the History & Genealogy Library and the Wine Library to assure that their activities are consistent with library policies, procedures, and strategic priorities.

**Graphic Services are currently supervised by Kiyo Okazaki, Public Services Division Manager.

***Literacy Services are currently supervised by Kathy DeWeese, Childrens' Services Manager.

****The History & Genealogy Library is currently supervised by David Dodd, Collection Development Manager.

*****The Healdsburg Regional Library Branch Manager supervises the Wine Library.

PUBLIC SERVICES DIVISION

*See pages 7-17 for details on Central and Regional Libraries

