



# HUMAN RESOURCES DEPARTMENT

LAURA S. ARMOR  
Director

January 27, 2009

Board of Supervisors  
County of Marin  
3501 Civic Center Drive  
San Rafael, CA 94903

**SUBJECT:** Salary Adjustment for the Library Technical Services Manager (0403) classification.

Dear Board Members:

**RECOMMENDATION:** It is recommended by the Director of Human Resources and the Director of County Library Services that your Board approve the following effective February 8, 2009:

1. Approve the salary adjustment of 7.1% for the classification of Library Technical Services Manager (0403) resulting in the following salary range:

Base Salary	Step 1	Step 2	Step 3	Step 4	Step 5
Hourly Rate	\$38.01	\$39.91	\$41.91	\$44.01	\$46.21
Bi-Weekly Salary	\$3,041	\$3,193	\$3,353	\$3,521	\$3,697
Monthly Salary	\$6,588	\$6,918	\$7,264	\$7,628	\$8,010
Annual Salary	\$79,061	\$83,013	\$87,173	\$91,541	\$96,117

**SUMMARY:** Human Resources conducted a compensation study for the classification of Library Technical Services Manager (0403) at the request of the Marin County Free Library. When the classification was created in 2006, the adopted salary range was established 10% above the next lower classification of Senior Librarian. Since then, this 10% separation has been reduced to 2.7% as a result of salary adjustments to the Senior Librarian classification. A review of this salary relationship has concluded that this salary for the Library Technical Services Manager should be reestablished at 10% above the Senior Librarian to account for the additional complexity and responsibilities of the classification.

**FISCAL IMPACT:** The cost including benefits for the remainder of the fiscal year for the pay period beginning February 8, 2009 is \$3,085. The total annual cost including benefits is \$8,911. The department will work with the County Administrator's Office to offset FY 08-09 costs during the A&E process and ongoing costs as part of the baseline budget process.

**REVIEWED BY:**

<input type="checkbox"/>	Auditor Controller	<input checked="" type="checkbox"/>	N/A
<input type="checkbox"/>	County Counsel	<input checked="" type="checkbox"/>	N/A
<input checked="" type="checkbox"/>	Human Resources	<input type="checkbox"/>	N/A

Respectfully submitted,

Laura S. Armor

Director of Human Resources

cc: Cirilo Carino, Administrative Services Technician, Marin County Free Library  
Lisa Cutten, Employee Benefits Supervisor, Human Resources  
Larry Daniel, Principal Personnel Analyst, Human Resources  
Dan Eilerman, Principal Administrative Analyst, County Administrator's Office  
Brenda Grayson, Principal Systems Analyst, Project MERIT  
Gail Haar, Director of County Library Services, Marin County Free Library  
Janell Hampton, Administrative Analyst II, County Administrator's Office  
Terri Hampton, Deputy Director of Human Resources, Human Resources  
Misha Miki-Ladner, Senior Personnel Analyst, Project MERIT  
Gerry Norton, Principal Personnel Analyst, Human Resources  
Liz Paris, Deputy Director of Human Resources, Human Resources  
Andrew Yon, Administrative Services Manager, Marin County Free Library