



CITY OF CARMEL-BY-THE-SEA

CITY COUNCIL

Staff Report

December 3, 2024
CONSENT AGENDA

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Brandon Swanson, Assistant City Administrator
APPROVED BY:	Chip Rerig, City Administrator
SUBJECT:	Resolution 2024-094 authorizing the City Administrator to establish and adopt the new class specification and salary schedule of Library Associate, adopt revisions to the current Librarian I and II classes and new salary schedules.

RECOMMENDATION:

Adopt Resolution 2024-094 authorizing the City Administrator to establish and adopt the new class specification and salary schedule of Library Associate, adopt revisions to the current Librarian I and II classes and new salary schedules.

BACKGROUND/SUMMARY:

In December 2019, the City approved a new MOU for LiUNA/UPEC and two side letters committing the City to undertake two classification studies including Public Works Maintenance classes and Library classes. The 2019 Library Side Letter is **Attachment 4**. It was anticipated that the studies would be completed within a year of the MOU approval. Due to the pandemic the studies were delayed. The Public Works study was completed in late 2022. The Library study has been ongoing since 2023.

The Library Classification Study Report (**Attachment 5**) recommends adopting a new paraprofessional class specification for some of the current Library Assistants and a re-titling and revising of the Librarian I and Librarian II classes. The updated job descriptions for Supervising Librarian and Library Associate are included as **Attachments 2 & 3**. The compensation study indicated that the Librarian class was more than twelve percent (12%) below the market median of other nearby communities (**Attachment 6**).

Pay Schedule for General Employees Unit (affiliated unit of LiUNA) Classifications:

Establish the salary of the Library Associate Class at ten percent (10%) above the salary of the current Library Assistant class:

Library Assistant (no change)	G-204	Hourly:	\$28.13	\$29.54	\$31.01	\$32.56	\$34.20
		Monthly:	\$4,875.87	\$5,120.27	\$5,375.07	\$5,643.73	\$5,928.00
		Annual:	\$58,510.40	\$61,443.20	\$64,500.80	\$67,724.80	\$71,136.00
Library Associate	G-234	Hourly:	\$30.94	\$32.49	\$34.12	\$35.83	\$37.62
		Monthly:	\$5,362.93	\$5,631.60	\$5,914.13	\$6,210.53	\$6,520.80

<i>(pending approval)</i>		Annual:	\$64,355.20	\$67,579.20	\$70,969.60	\$74,526.40	\$78,249.60
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Revise the pay schedule for the newly re-titled Librarian class with a top step of \$7,726/month which is the market median of the surrounding agencies:

Librarian <i>(pending approval)</i>	G-254	Hourly:	\$36.67	\$38.50	\$40.43	\$42.45	\$44.57
		Monthly:	\$6,356.13	\$6,673.33	\$7,007.87	\$7,358.00	\$7,725.47
		Annual:	\$76,273.60	\$80,080.00	\$84,094.40	\$88,296.00	\$92,705.60

Pay Schedule for Management Employees Unit (affiliated unit of LiUNA) Classifications:

Revise the pay schedule for the newly re-titled class of Supervising Librarian with a top step of \$8,498/month which is ten percent (10%) above the Librarian top step:

Supervising Librarian <i>(pending approval)</i>	G-254	Hourly:	\$40.34	\$42.35	\$44.47	\$46.69	\$49.03
		Monthly:	\$6,992.27	\$7,340.67	\$7,708.13	\$8,092.93	\$8,498.53
		Annual:	\$83,907.20	\$88,088.00	\$92,497.60	\$97,115.20	\$101,982.40

The LiUNA Management Employees Unit is more appropriate to represent the Supervising Librarian class. A Tentative Agreement between LiUNA General, LiUNA Management, and the City is included as **Attachment 7**.

The Resolution included as **Attachment 1** will adopt the recommendations which align with the City's goals of compensating its employees at a competitive and fair level considering the relevant labor market, while encouraging employees to maintain long-term employment with the City to provide knowledgeable and first-class municipal services to the City's residents and visitors.

FISCAL IMPACT:

The cost of these recommendations for the remainder of the fiscal year is estimated to be \$63,725. The current budget has sufficient appropriations for the revised salary schedule. The FY 2025/26 budget will be developed to accommodate these increases.

PRIOR CITY COUNCIL ACTION:

Resolution 2019-08 adopted a new MOU for LiUNA on December 3, 2019, which included the side letters for the Library and Public Works studies.

ATTACHMENTS:

- Attachment 1) Resolution 2024-094
- Attachment 2) Exhibit A Supervising Librarian Job Description
- Attachment 3) Exhibit B Library Associate Job Description
- Attachment 4) Library Side Letter
- Attachment 5) Carmel Classification Study Report
- Attachment 6) Library Salary Survey
- Attachment 7) Library Tentative Agreement signed