VII. STATE LIBRARIAN'S REPORT
C. Personnel Report - Information Item

Personnel changes since February 2012:

Promotions
Steven Bailey, OSI to CSR1 – filled federally funded PCN 4304 (Customer Service Rep 1) vacant since April 2011. Federally funded PCN 1101 (Office Specialist 1) now vacant.

Current Vacancies (general fund)
(1) Library Consultant, PCN 6510, held open to help meet budget cuts
(1) Librarian (Digital Repository), PCN 6406, held open to help meet budget cuts
(1) Office Specialist II, PCN 1166, held open to help meet budget cuts
(1) IT Information System Technician Senior, PCN 4710, held open to assess need
(1) Financial Specialist Senior, PCN 4702, held open to assess need

Employee Compensation Actions:

The Joint Finance and Appropriations Committee included in each FY2013 budget an ongoing change in employee compensation (CEC) of 2%. The legislative intent language states that agencies are to:

“. . . provide a two percent pay increase for all classified and nonclassified permanent performing employees. Performing employees shall be all permanent employees . . . who have been rated as “achieves” or better on a performance plan . . . including probationary permanent employees making satisfactory progress.”

Guidance from the Division of Financial Management included authorization for agencies to:

• Begin the 2% increase prior to FY2013, pending availability of agency salary savings, and/or
• Provide employees with additional rewards for their continued dedication and service through ongoing increases and/or one-time bonuses, pending availability of sufficient agency personnel funds.

The Management Team developed the following CEC distribution plan based on estimated FY2012 salary savings of $50,000 in state funds and $20,000 in federal funds.

• Implement FY2013 2% across the board raises to be effective with the FY2012 pay period ending March 31.
• Implement additional permanent increases to achieve a minimum agency compratio of .8 of market rate (17 classified employees).
• Implement increases for the 2 longest serving members of the management team (one with 26+ years and one with 24+) to equal that of the most recently hired (.91 before 2% increase).
• Provide 1-time merit increases for longevity and productivity; various amounts for personnel based on years of service and productivity.
• Implement Board of Library Commissioners approved 1-time merit increase for State Librarian (approved permanent salary increase was accomplished with the 2% across the board for all employees).

Total cost to implement for FY2012:
  • General fund: $47,645
  • Federal fund: $17,116