

**VII. STATE LIBRARIAN'S REPORT**

**C. Personnel Report - Information Item**

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**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.

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- Implement additional permanent increases to achieve a minimum agency ratio 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