

orange county council of governments

Special Meeting of the **BOARD OF DIRECTORS**

PLEASE NOTE: MEETING START TIME IS 9:00 A.M.

Meeting Date / Location

**Tuesday, December 6, 2005
9:00 a.m. – 11:00 a.m.
Orange County Sanitation District
10844 Ellis Avenue
Fountain Valley, California**

AGENDA ITEM

STAFF

PAGE

Agenda descriptions are intended to give notice to members of the public by providing a general summary of items of business to be transacted or discussed. The listed Recommended Action represents staff's recommendation. The Board of Directors may take any action which it deems appropriate on the agenda item and is not limited in any way by the recommended action.

PLEDGE OF ALLEGIANCE

I. CALL TO ORDER / ROLL CALL

(Chair Richard Dixon)

Richard Dixon, Chair, District 13
Art Brown, Vice-Chair, District 21
Cathryn DeYoung, District 12
Tod Ridgeway, District 14
Cheryl Brothers, District 15
Vacant, District 16
Lou Bone, District 17
Christine Barnes, District 18
Robert Hernandez, District 19
Marilyn Poe, District 20
John Beauman, District 22
Debbie Cook, District 64

Bob Ring, Cities At-Large
Bill Campbell, County At-Large
Phil Anthony, ISDOC
Peter Herzog, OCD, LOCC
Jim Ferryman, OCSD
Cathy Green, OCTA
Chris Norby, SCAG-County Rep.
Miguel Pulido, SCAQMD – Cities Representative
Jim Silva, SCAQMD–County Representative
Dave Swerdlin, TCAs
Owen Holmes, University Representative
Kristine Thalman, Private Sector

II. OATH OF OFFICE

(Clerk of the Board)

An oath of office will be administered to members and alternates present who are joining the OCCOG Board of Directors.

600 West Santa Ana Boulevard, Suite 214, Santa Ana, California 92701 714/972-0077 714/972-1816 fax

occog@occities.org www.occities.org/occog

- cities**
- Aliso Viejo
- Anaheim
- Brea
- Buena Park
- Costa Mesa
- Cypress
- Dana Point
- Fountain Valley
- Fullerton
- Garden Grove
- Huntington Beach
- Irvine
- La Habra
- La Palma
- Laguna Beach
- Laguna Hills
- Laguna Niguel
- Laguna Woods
- Lake Forest
- Los Alamitos
- Mission Viejo
- Newport Beach
- Orange
- Placentia
- Rancho Santa Margarita
- San Clemente
- San Juan Capistrano
- Santa Ana
- Seal Beach
- Stanton
- Tustin
- Villa Park
- Westminster
- Yorba Linda

County of Orange

- agencies**
- Costa Mesa Sanitary District
- East Orange Water District
- El Toro Water District
- Emerald Bay Service District
- Irvine Ranch Water District
- Los Aliso Water District
- Mesa Consolidated Water District
- Moulton Niguel Water District
- OC Fire Authority
- OC Sanitation District
- OC Transportation Authority
- OC Water District
- Placentia Library District
- Rossmoor/Los Alamitos Area Sewer District
- Serrano Water District
- Silverado-Modjeska Parks & Recreation District
- South Coast Water District
- Trabuco Canyon Water District
- Transportation Corridor Agencies

III. PUBLIC COMMENTS

At this time members of the public may address the Board of Directors regarding any items within the subject matter jurisdiction of the Board of Directors which are not separately listed on this agenda. Members of the public will have an opportunity to speak on agenda items at the time the item is called for discussion. NO action may be taken on items not listed on the agenda unless authorized by law. Comments shall be limited to three minutes per person and an overall time limit of twenty minutes for the Public Comments portion of the agenda.

Any person wishing to address the Board on any matter, whether or not it appears on this agenda, is requested to complete a "Request to Speak" form available at the door. The completed form is to be submitted to the Clerk of the Board prior to an individual being heard. Whenever possible, lengthy testimony should be presented to the Board of Directors in writing and only pertinent points presented orally.

IV. CLOSED SESSION

**Closed Session, pursuant to Government Code Section 54957
PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**

V. ADJOURNMENT

Next Meeting: Thursday, January 26, 2006

LSTA Quarterly Narrative Report Form
OUTCOMES MEASUREMENT PROJECTS – 2005/06

Is State Library Assistance needed? Yes No If yes, give details under question #8.

Instructions: By the deadline dates shown below:

Step 1: Complete LSTA Outcomes Project Design and Report Form (Parts 1 & 2) for the quarter and e-mail it to lsta@library.ca.gov.

Step 2: Complete this Narrative Form and e-mail it to lsta@library.ca.gov.

Step 3: Complete Quarterly Fiscal Report Form (LSTA 8) and mail to the address given below:

Step 4: Mail three (3) print copies of each form named in Steps 1 to 3 above. One of each of these print copies must have an original signature (preferably in blue ink). Mail completed forms to:

California State Library
Budget Office -- LSTA
PO Box 942837
Sacramento, CA 94237-0001

This report covers: (please check one)

July 1, 2005 - September 30, 2005 (Due October 31, 2005)

October 1, 2005 - December 31, 2005 (Due January 31, 2006)

January 1, 2006 – March 31, 2006 (Due April 30, 2006)

NOTE: April 1, 2006 – June 30, 2006 (Due July 31, 2006) report will be a different narrative form.

Grantee: Placentia Library District

Grant Award #: 40-6426

1. Grantee: Placentia Library District

2. Project: Placentia Achieves School Success at The Homeless Intervention Shelter House (P.A.S.S. at H.I.S. House)

Grantee: Placentia Library District

Grant Award #: 40-6426

3. Insert the timeline from your application here. Is the project on schedule? If not, please explain in the appropriate space below and describe what corrective actions are being taken.

1st report:

The project is on schedule except for the satellite reference center. The satellite reference center will be ready for use in January 2006. In the meantime, reference materials are being made available to school-age residents during the P.A.S.S. homework sessions.

July Order computers and other equipment
 Recruit librarian
 Write volunteer job descriptions
 Evaluation action plan and timetable completed
 Evaluation instruments (surveys) designed
 Order books and library materials

August
 Recruit Staff
 Select and train volunteers
 Press release sent to local newspaper
 Flyers posted at the shelter
 Prepare and administer pre-test surveys at the shelter
 Purchase school and printer supplies
 Set- up satellite reference center in the shelter

September
 Prepare schedule for volunteers and staff
 Open the satellite homework/reference center to residents of the shelter
 Prepare and distribute grade appropriate school supplies
 Start after- school tutoring

October
 Write and submit first quarterly reports
 Continue all public services
 Administer first interim post survey

November
 Start to seek funding sources for second year of program
 Give presentations to program partners and other local groups
 Continue all public services

December
 Obtain RFPs for foundation funding
 Begin writing applications for continuation funding
 Continue all public services

Grantee: Placentia Library District **Grant Award #:** 40-6426

Administer second interim post survey

January

Write and submit second quarterly reports
Submit applications for continuation funding
Continue all public services

February

Give another presentation to program partners and other local groups
Continue to seek funding for a second year of the program
Continue all public services
Administer third interim post survey

March

Continue all public services

April

Write and submit third quarterly reports
Continue all public services

May

Continue all public services
Administer post survey

June

Continue all public services
Write program evaluation
Write and submit final reports to State Library
Meet with program partners to discuss the future of the satellite center

2nd report:

3rd report:

- 4. Is the project within budget as described in the application and award letter? If not, have any budget modifications been made? Please explain.**

1st report:

The project is within budget as described in the application and award letter. No budget modifications have been made.

Grantee: Placentia Library District Grant Award #: 40-6426

2^d report:

3^d report:

5. So far, do the outcomes selected for your project still seem appropriate for your users? If not, please explain.

1st report:

The outcomes selected for the P.A.S.S. project still seem appropriate for users.

2nd report:

3rd report:

6. So far, do the outcomes selected for your project still seem achievable by the library? If not, please explain.

1st report:

The outcomes selected for our project still seem achievable by the library.

2nd report:

3rd report:

Grantee: Placentia Library District Grant Award #: 40-6426

7. Note any constraints or foreseeable problems that may affect the success of the project. How can such problems be overcome?

1st report:

The satellite reference center is not ready to be used by residents. This is due to a fire that occurred in August 2005. H.I.S. House is working with their insurance company and contractors to come up with a timeline for clean-up and remodeling of the donated space. The satellite reference center should be ready for use by January 2006. In the meantime, a locked cabinet is being used to store some of the reference materials and computers at H.I.S. House. These items are made available to school-age residents during the P.A.S.S. meetings.

2nd report:

3rd report:

8. What assistance, if any, can the State Library give you at this point?

1st report:

2nd report:

3rd report:

9. Attach any samples of publicity or other materials you want to share.

10. Signature of person completing report: _____

Title: Assistant Literacy Coordinator

Telephone: (714) 524-8408 ext. 213 Email: tsilberfarb@placentialibrary.org

Signature of Library Director: _____

Grantee: Placentia Library District

Grant Award #: 40-6426

State Library Consultant Action Taken:

1st report:

2nd report:

3rd report:

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LSTA Outcomes Project Design and Report (Part 1)

Library/Jurisdiction: Placentia Library District
 Project name: Placentia Achieves School Success at The Homeless Intervention Shelter House (P.A.S.S. at H.I.S. House)
 Contact name: James A. Roberts, M.Ed. Phone #: (714) 524-8408 ext. 215 E-mail: jroberts@placentialibrary.org
 Users: School-age residents of H.I.S. House who have limited access to the library, reference materials, and homework assistance. Grant Number: 40-6426 Fiscal Year: 05-06

Design	Services/ Programs	Inputs	Outputs	Intermediate Outcome(s)	Indicator(s) of Intermediate Outcome(s)
<p>What will the library provide to the user in order to address the user need and move toward the library goal?</p> <p>A Placentia Library District satellite reference center will be established, in donated space, at the Homeless Intervention Shelter House (H.I.S. House shelter). The satellite center will provide reference books, computers, and homework-help tutors to facilitate homework completion by the school age residents of the shelter.</p>	<p>What resources will the library use to provide the services/ programs?</p> <ul style="list-style-type: none"> *An informal needs assessment based on conversations with and observations by the director of the shelter and the program staff *Donated building space/parking *Basic utilities *Placentia/Yorba Linda Unified School District (PYLUSD) adopted textbooks and a collection of library selected reference books *Reference materials *Computers and software *Bookcases, filing cabinets, and computer furniture *Internet access subscription *Part time (20 hour) project coordinator *Ad hoc technical services *Volunteers/volunteer training *School supplies (notebooks, paper, writing implements, glue, crayons, markers, clip boards, etc. *Printer, paper, ink cartridges 	<p>How many of each service/ program will we provide? How many users will be served?</p> <ul style="list-style-type: none"> * 99 homework help sessions held at H.I.S. House Shelter * 30 children received homework help * 4 press releases distributed * 3 tutor training sessions held * 25 tutors trained * 1485 reference questions answered * Satellite library used frequently 	<p>What is the short-term benefit to the user as a result of the program/ service? What will the user do that is necessary if s/he is to achieve the long -term outcome?</p> <ul style="list-style-type: none"> * Students will feel more comfortable about attending school. * Students will be better equipped to work on and complete homework assignments. * Students will use the satellite library frequently. * Students will feel more confident about their homework. * Students will perform better in school. * The adult residents of the shelter will use the reference materials. 	<p>What does the user say or do that reveals the achievement of the intermediate outcome(s)? What can you measure that indicates the achievement? Include the quantify for the user's actions.</p> <ul style="list-style-type: none"> * 20% of students will have improved school engagement (attendance) during the project year. * 40% of students will have experienced increased motivation to do homework during the project year. * 50% of students will have developed a positive change in attitude towards the library during the project year. * 20% of students will have developed increased fostered by caring ti improved school su the project year. * 50% of the school- of H.I.S. House will obtained and used li least once during the 	

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LSTA Outcomes Project Design and Report (Part 1)

Design		Inputs	Outputs	Intermediate Outcome(s)	Indicator(s) of Intermediate Outcome(s)
Services/ Programs		*White board and markers			* 20% of the adult residents of the shelter will have used reference materials during the project year. * On surveys 30% of school-age residents will report that they have improved academically. * On surveys 30% of the parents of these children will report that the students have had improved attendance and/or academic performance during the project year.
Final: Apr 1 thru Jun 30 (due July 31) Is project on schedule? <input type="checkbox"/> Yes <input type="checkbox"/> No Is project within budget? <input type="checkbox"/> Yes <input type="checkbox"/> No Revised <input type="checkbox"/>					
Services/ Programs		Inputs	Outputs	Intermediate Outcome(s)	Indicator(s) of Intermediate Outcome(s)
Third quarter: Jan 1 thru March 30 (due Apr 30) Is project on schedule? <input type="checkbox"/> Yes <input type="checkbox"/> No Is project within budget? <input type="checkbox"/> Yes <input type="checkbox"/> No Revised <input type="checkbox"/>					
Services/ Programs		Inputs	Outputs	Intermediate Outcome(s)	Indicator(s) of Intermediate Outcome(s)
Second quarter: Oct 1 thru Dec 30 (due Jan 31) Is project on schedule? <input type="checkbox"/> Yes <input type="checkbox"/> No Is project within budget? <input type="checkbox"/> Yes <input type="checkbox"/> No Revised <input type="checkbox"/>					
Services/ Programs		Inputs	Outputs	Intermediate Outcome(s)	Indicator(s) of Intermediate Outcome(s)
First quarter: July 1 thru Sept 30 (due Oct 31) Is project on schedule? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Is project within budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Revised <input type="checkbox"/>					
Services/ Programs		Inputs	Outputs	Intermediate Outcome(s)	Indicator(s) of Outcome

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LSTA Outcomes Project Design and Report (Part 1)

Services/ Programs	Inputs	Is project on schedule? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Is project within budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Indicator(s) of Intermediate Outcome(s)	Revised <input type="checkbox"/>
<p>Homework assistance for school-age residents at H.I.S. House began in September. Federal Work-Study tutors, community volunteers and interns have been working with students on a weekly basis.</p> <p>School-age residents have used internet access to check homework assignments, do research and practice their reading and writing skills.</p> <p>The satellite reference center is not ready for occupancy, therefore no reference materials are provided at this time.</p>	<p>*Part-time library staff (20 hours).</p> <p>*Needs assessment completed through conversations with residents and director of H.I.S. House.</p> <p>*Computers and internet access are available to school-age residents for use during homework club meetings.</p> <p>*School supplies purchased for homework club use.</p> <p>*6 volunteers trained.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>*Surveys have been given to each student to assess his/her attitude towards school, homework and enthusiasm for reading.</p> <p>*Reading comprehension tests were administered to all students to assess their reading level.</p>	<p><input type="checkbox"/></p>
				<p>Intermediate Outcome(s)</p> <p>*Students have begun to feel more comfortable about attending school.</p> <p>*Students are better equipped to work on and complete homework assignments.</p> <p>*Students attend the homework sessions on a regular basis.</p> <p>*Students are performing better in school.</p> <p>*Adult residents have not yet used reference materials because the satellite reference center is not ready for use.</p>	
				<p>Outputs</p> <p>* A meeting was held to introduce program to H.I.S. House residents.</p> <p>* 4 homework help sessions held at H.I.S. House shelter.</p> <p>* 10 children received homework help.</p> <p>* 1 tutor training session held.</p> <p>* 6 tutors trained.</p> <p>*52 reference questions answered.</p> <p>*Satellite reference center is not ready for occupancy, therefore it has not been used.</p>	

LSTA Outcomes Project Design and Report (Part 2)

Design	Target for Success for Intermediate Outcome(s)	Long Range Outcome(s)	Indicator(s) of Long Range Outcome(s)	Data Collection Method and Schedule for Long Range Outcome(s)
<p>How will you measure the indicators and how often? * P.A.S.S. Attendance and satellite reference questions will be recorded for every session and talked monthly. * Attitude surveys will be administered every 2 months or on the eve of "graduation" from the shelter. * Participants and their parents will be interviewed about academic achievement and school attendance every 2 months or on the eve of "graduation" from the shelter.</p>	<p>What is the numerical standard for your program? What percentage of participants must achieve the intermediate outcome(s) and long range outcome(s) for your program to be a success?</p>	<p>What is the long-range benefit to the user as a result of the program/ service? What change in his/her knowledge, skills, attitude, behavior or condition will show the impact of your program? * School-age residents of the shelter will feel more confident and comfortable about doing homework. * School-age residents will feel that the satellite library is an important information resource. * School-age residents will report that the homework tutors helped them to improve their academic performance.</p>	<p>What does the user say or do that reveals the achievement of the long-range outcome(s)? What can you measure that indicates the achievement? Include a quantity for the users actions. * School-age residents of the shelter will attend P.A.S.S. tutoring sessions regularly. * Increasing numbers of school-age shelter residents and their parents will state that the satellite reference/homework center serves as an important resource for their use.</p>	<p>How will you measure the indicators and how often? * Attendance at P.A.S.S. at H.I.S. House will be recorded for each session and talked monthly. * School-age residents and their parents will respond to bi-monthly surveys about the importance of the satellite reference/homework center. * Parents of school-age participants will report academic improvement based on report card grades and teacher conferences.</p>
<p>Final: Apr 1 thru Jun 30 (due July 31) Is project on schedule? <input type="checkbox"/> Yes <input type="checkbox"/> No Is project within budget? <input type="checkbox"/> Yes <input type="checkbox"/> No Revised <input type="checkbox"/></p>				
<p>Data Collection Method and Schedule for Intermediate Outcome(s)</p>	<p>Target for Success for Intermediate Outcome(s)</p>	<p>Long Range Outcome(s)</p>	<p>Indicator(s) of Long Range Outcome(s)</p>	<p>Data Collection Method and Schedule for Long Range Outcome(s)</p>
<p>Third quarter: Jan 1 thru March 30 (due Apr 30) Is project on schedule? <input type="checkbox"/> Yes <input type="checkbox"/> No Is project within budget? <input type="checkbox"/> Yes <input type="checkbox"/> No Revised <input type="checkbox"/></p>				
<p>Data Collection Method and Schedule for Intermediate Outcome(s)</p>	<p>Target for Success for Intermediate Outcome(s)</p>	<p>Long Range Outcome(s)</p>	<p>Indicator(s) of Long Range Outcome(s)</p>	<p>Data Collection Method and Schedule for Long Range Outcome(s)</p>
<p>Second quarter: Oct 1 thru Dec 30 (due Jan 31) Is project on schedule? <input type="checkbox"/> Yes <input type="checkbox"/> No Is project within budget? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>				

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LSTA Outcomes Project Design and Report (Part 2)

Data Collection Method and Schedule for Intermediate Outcome(s)	Target for Success for Intermediate Outcome(s)	Long Range Outcome(s)	Indicator(s) of Long Range Outcome(s)	Data Collection Method and Schedule for Long Range Outcome(s)
<p>First quarter: July 1 thru Sept 30 (due Oct 31) Is project on schedule? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Is project within budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Revised <input type="checkbox"/></p>				
<p>Data Collection Method and Schedule for Intermediate Outcome(s)</p> <ul style="list-style-type: none"> * 10 school-age residents have attended at least one meeting. * 10 hours of homework help has been given to students by tutors. * 52 reference questions have been answered. * Attitude surveys were administered to all school-age residents. * Participants and their parents have been interviewed about academic achievement and school attendance. 	<p>Target for Success for Intermediate Outcome(s)</p>	<p>Long Range Outcome(s)</p> <ul style="list-style-type: none"> * School-age residents have become acclimated to the P.A.S.S. program. * School-age residents feel more confident and comfortable about doing homework. * School-age residents have reported that the homework tutors have helped them to improve their homework grades. 	<p>Indicator(s) of Long Range Outcome(s)</p> <ul style="list-style-type: none"> * School-age residents of the shelter attend P.A.S.S. tutoring sessions regularly. * School-age residents of the shelter have reported that the computer and internet access has served as an important resource for their use. 	<p>Data Collection Method and Schedule for Long Range Outcome(s)</p> <ul style="list-style-type: none"> * School-age residents have attended the P.A.S.S. tutoring sessions at least once, for a total of 27 times. *Tutors have assisted school-age residents for a minimum of 1 1/2 hours per tutor, per week, for a total of 10 1/2 hours. *Parents of school-age participants have met with program coordinator to discuss their child's academic habits and grades.

LSTA Outcomes Project Design and Report

Certification

Grant number: 12-34 Report: _____

Project name: Placentia Achieves School Success at Homeless Intervention Shelter (P.A.S.S. at H.I.S. House)

Library/Jurisdiction: Placentia Library District

Address: 411 E. Chapman Avenue

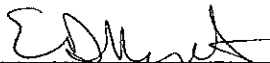
City: Placentia, CA Zip code: -928706198

Director name: Elizabeth D. Minter, MLS

Phone number: (714) 528-1925 ext. 203

Fax number: (714) 528-8236 ext.

E-mail: eminter@placentialibrary.org

Authorized signature:  Date: 12/12/05

(Please Sign With Blue Ink)

Send ORIGINAL and three copies to:

California State Library
Budget Office – LSTA
P.O. Box 942837
Sacramento, CA 94237-0001



November 15, 2005

Ms. Elizabeth Minter, Library Director
Placentia Library District
539 Gardenia Avenue
Placentia, CA 92870-6198

Dear Ms. Minter:

This year, CSDA continued to build strong relationships and move key decision-makers on all levels to recognize the essential role special districts play in California.

Your support through membership in CSDA has brought your association to a place where *influence* and *recognition* have become the backbone of what drives the beliefs of CSDA. Through the creation and funding of strong coalitions, like the LOCAL Coalition, and participation on numerous other groups, CSDA is looked to as the organization representing special districts statewide. CSDA was at the table this year when issues like affordable housing, pension reform and California's failing infrastructure were discussed because we know these issues impact our members locally and directly.

Additionally, CSDA worked to once again defeat legislation targeted specifically at special districts that would have imposed significant, one-size-fits-all mandates on director benefits, compensation and audits among other items - SB 393 (Ortiz). Instead, we worked on alternative legislation, AB 1234 (Salinas), that addresses many of the concerns raised by legislators, but is less punitive, incorporates all local governments and focuses on good governance practices.

As a CSDA member, your support and participation provides CSDA with the resources to be the spokesperson for special districts with the Administration, the Legislature, the media, and the public. Membership in CSDA also provides your district, staff and board with a wide-variety of benefits and services to assist in your day-to-day operations and ensure that timely information on all issues is delivered to your district.

Enclosed is your 2006 membership dues invoice along with a Major Accomplishments sheet detailing many of the initiatives that CSDA worked on in 2005. A district update sheet is also included for you to make corrections/updates to the contact information we have in our database.

Thank you for allowing CSDA to be your voice in the Capitol. Your continued support through membership is greatly appreciated and essential in keeping special districts moving forward!

Most sincerely,

Catherine Smith
CSDA Executive Director



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION

2005 Major Accomplishments

DEFEAT OF SB 393 (ORTIZ) – SPECIAL DISTRICT REFORM LEGISLATION; PASSAGE OF AB 1234 (SALINAS) – LOCAL GOVERNMENT SUNSHINE BILL

CSDA was once again able to respond effectively to the special district reform legislation re-introduced by Sen. Deborah Ortiz. Although a well-intended measure for dealing with director benefits and compensation among other items, it would have instead created a series of "one size fits all" mandates and reforms raising the cost and difficulty of compliance.

Assembly Bill 1234, supported by CSDA as an alternative to the Ortiz bill, was signed by Gov. Arnold Schwarzenegger in October. Working with CSDA and other local government associations, Assembly Member Simón Salinas crafted a bill that focuses on good governance practices and is much less punitive in nature than the Ortiz bill. Additionally, AB 1234 covers special districts, cities and counties rather than targeting only special district officials.

PASSAGE OF SB 135 – NEW COMMUNITY SERVICES DISTRICT (CSD) LAW

Working closely with the Senate Local Government Committee, CSDA played a significant role in the rewrite of the CSD law in an effort to streamline and update the code as well as reduce confusion. In fact, the code was shortened from more than 300 code sections to fewer than 100. This new law takes effect Jan. 1, 2006.

DEFEAT OF ACA 1 - PUBLIC PENSION REFORM

CSDA represented special districts at the highest levels of state government during the Public Pension Reform discussions by participating in the Pension Reform Gubernatorial Task Force. Assembly Constitutional Amendment 1, introduced by Assembly Member Keith Richman and supported by Gov. Schwarzenegger, proposed to eliminate defined-benefit pensions (CalPERS-type) for new public employees. Ultimately, this plan was dropped by the governor's administration.

CSDA'S GOVERNMENT AFFAIRS DAY

CSDA's main legislative event, Government Affairs Day, was a huge success with a near-record number of attendees. The voices of special district representatives were clearly heard by legislators and leaders throughout the state.

In addition to coordinated visits with legislators, CSDA was able to secure an extremely strong program for attendees including the following speakers: Pat Dando, Director of Local Government Affairs, Office of the Governor; State Controller Steve Westly; Senate Local Government Committee Chair Christine Kehoe; Assembly Member Keith Richman; Assembly Committee on Local Government Chair Simón Salinas; Daniel Weintraub, *Sacramento Bee*; Marianne O'Malley, Legislative Analyst Office; and CSDA Legislative Advocate Ralph Heim.

INFLUENCE

CSDA participated in a number of coalitions and working groups to ensure special districts have a strong voice in state and local government decision-making. Some included:

- California Infrastructure Coalition
- Leave Our Community Assets Local Coalition (LOCAL)
- Cities, Counties and Schools Partnership
- Working Group on Revising the Community Services District Law
- Governor's Office of Planning & Research: Local Government Group
- Participation on a housing coalition with other local government associations
- Participation on a pension reform working group with other local government associations
- Special District Leadership Foundation

EDUCATION WORKSHOPS

CSDA's education programs provided more than 60 opportunities throughout the state for special district staff and governing officials to stay current on issues and trends that affect them directly. Courses such as General Manager Training, Staying in Compliance, Board Secretary Training, and New Board Member Training among others proved to be extremely well-received. Additionally, in response to member requests and needs, special workshops were developed on state controller reporting and sexual harassment to help districts meet new compliance requirements.

CSDA'S SPECIAL DISTRICT GOVERNANCE ACADEMY

Endorsed by eight special district-related associations, CSDA's Special District Governance Academy continued to gain momentum in becoming the recognized governance training courses for special district directors/trustees. More than 140 people have now gone through all four courses and graduated from the Academy with hundreds more already starting the move toward earning their recognition as an Academy graduate.

CSDA'S ANNUAL CONFERENCE & EXHIBITOR SHOWCASE

Held in Long Beach, this year's Annual Conference & Exhibitor Showcase was one of the best attended in CSDA's history. Hundreds of special districts staff and directors attended the event, which featured cutting-edge educational opportunities at more than 30 individual sessions on a variety of topics, top-notch keynote presentations, and a membership celebration banquet with CSDA's chapters.

CURRENT SPECIAL DISTRICT NEWS – EVERY DAY

CSDA's "members only" website continued to provide members with new tools, information and resources designed to assist both special district staff and governing officials in their outreach and legislative efforts. The sections are updated daily with special district news and information from across the state customized for each member depending on services provided.

CSDA ALLIANCE

CSDA, the Special District Risk Management Authority and the CSDA Finance Corporation continued to work closely together as the CSDA Alliance to be the one-stop resource for members to access a wide variety of services, benefits and resources tailored specifically for special districts.

CSDA membership numbers once again grew significantly, with 110 new members being added in 2005. Additionally, with a strong focus on superior member service as well as providing the best value for each district's investment, CSDA was also able to achieve a 97% retention rate among the existing members.

Special District Risk Management Authority announced that online training courses are now available as a part of its risk management services. Additionally, these courses are also available to all CSDA members. SDRMA is focused on its mission to provide special districts with renewable, efficiently priced, cost-effective coverages and risk management services. Assisting members in preventing losses through safety training is one of the most effective ways of ensuring maximum protection at the lowest possible cost. Information about the programs designed specifically for special districts and introductory online training courses are available on SDRMA's website at www.SDRMA.org or by calling 800.537.7790.

The CSDA Finance Corporation saw a tremendous amount of financing activity in 2005 providing funding to special districts for a wide variety of special projects, purchases and capital improvement efforts. More than \$26 million is expected to be financed for special districts by the end of 2005 through the Certificates of Participation and Lease/Installment Purchase programs.

CSDA is looked to by the governor, Legislature and other key decision-makers as the voice for special districts. The association takes this responsibility very seriously and will continue to work hard to effectively represent and advocate on behalf of all special districts.

www.csdaalliance.com

THANK YOU FOR YOUR CONTINUED SUPPORT!



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Wendy Goodson, Administration
SUBJECT: Status of Mandated Cost Claims for FY 04/05
DATE: December 19, 2005

The Placentia Library received a reimbursement for FY 04/05 in the amount of \$8,000.00 as listed on Attachment A.

, The final Mandated Cost Claims Report will be available in January 2006.





Application Form

Cash in the amount of \$2,000 and a plaque from Highsmith, Inc.

Nominee: Placentia Library Literacy Services

Contact person: Jim Roberts

Address: 411 E. Chapman Avenue

City: Placentia State: CA Zip: 92870

Phone Number: (714) 524-8408, ext 215

Contact Person: Jim Roberts

Library Name: Placentia Library District

Library Address: 411 E. Chapman Avenue

City: Placentia State: CA Zip: 92870

Phone Number: (714) 524-8408, ext 215 e-mail address: jroberts@placentialibrary.org

Signature:  Date: November 29, 2005

Nominees may be contacted if questions about their applications arise during the 2006 Midwinter Meeting. Please list the phone number where the nominee may be reached during this time.

If phone number is the same one as above, write "same."
Phone: 714 476 6837 (cell)

I agree to allow ^{PLA} or the award sponsor to post any part or all of my application on their respective Web pages for general information and reference uses.



Please address the following in your application. Only documentation and/or letters of support specifically directed toward the criteria of this award may be submitted from other individuals in support of this application.

1. Please provide a one-paragraph summary of the project you are submitting.
2. Describe your library's innovative achievement in planning and implementing a creative community program. Be sure to include: The community involvement, if any, in the planning and in the implementation of the project; what happened in the community as a result of your project (measure of success).
3. Why you think this project is innovative.

Mail nine (9) total copies of your application, including this cover page, by December 1st to:

**Highsmith Award
PLA/ALA
50 East Huron Street
Chicago, IL 60611**



Summary Paragraph:

The Placentia Library Literacy Services (PLLS) was established in 1984 as a charter member of the California Library Literacy Services. PLLS originally provided one-to-one adult tutoring, and has expanded the scope of its services dramatically in the past five and a half years. The summer of 2000 brought the Families for Literacy component and the on-going Federal Work Study partnership with Western State University College of Law. Other services and partnerships soon followed; Cal State Fullerton became a Federal Work Study partner and the English Language and Literacy Intensive (ELLI) program was added. An additional partnership, Placentia Rotary Reading Enrichment (PRREP), was formed with the Placentia Rotary Club and the Placentia-Yorba Linda Unified School District (PYLUSD). PRREP recruits high school students and trains them to serve as literacy tutors. In October 2004 an on-site homework help club was started. Placentia Achieves School Success (PASS) provided homework assistance to over 300 students during the 2004-2005 school year. The Placentia Library Literacy Services added 2 innovative homework assistance components to its services in September 2005. Our discussions with school administrators at Topaz elementary school highlighted the need for a transitional homework club to help recent graduates who are currently in seventh grade at Tuffree Middle school. Students are able to drop in to a familiar setting to receive assistance with their homework. We have averaged 20 students each day. The second is at the Homeless Intervention Shelter House (H.I.S. House). This facility serves homeless families and there are currently 12 school age children in residence. The program provides tutors, computers, and reference materials to help the school age residents successfully complete their homework assignments. PLLS is exceptional in its innovative approach to providing literacy services to at risk students and continues to nurture partnerships that support those efforts.

**PLACENTIA LIBRARY LITERACY SERVICES:
FORMING AND MAINTAINING DIVERSE COMMUNITY PARTNERSHIPS**

The Placentia Library Literacy Services (PLLS) was established in 1984 as a charter member of the California Library Literacy Services. Originally established as a one-to-one adult tutoring program, PLLS has dramatically expanded services over the past five and a half years.

In July 2000, PLLS received a grant from the State Library to establish a Families for Literacy (FFL) Program. To qualify for family services, parents with limited English or reading must have pre-school age children. One of the primary goals of the family's program is for the parent to become the child's first teacher. It is our philosophy to have two tutors for each family, one for the parent and one for the child. In this way a pre-school student is shown the importance of reading at a very formative age. Since its inception, over 100 families have participated in the Family Program.

In August 2000, PLLS formed a partnership with Western State University College of Law to begin a Federal Work Study Program. We subsequently became a Federal Work Study partner with Cal State Fullerton. Federal Work Study is a U.S. Department of Education funded program where qualified college students receive an hourly wage paid by the Federal Government. Fiscal Year 2004-05 was a remarkable Federal Work Study year for PLLS, as a total of thirty-nine students from Western State College of Law and Cal State Fullerton tutored in the Library and off-site in grade school classrooms, thus accounting for more than \$100,000 of in-kind funding from the U.S. Department of Education. FY 2005-06 has also been a good year for our Federal Work Study as we already have thirty-one on board.

In Fiscal Year 2001-02, PLLS initiated the English Language and Literacy Intensive (ELLI) Program, a California State Library grant funded project. The ELLI Program targets Title I schools where most of the student population come from low to moderate socio-economic families. ELLI tutors work under the direction and supervision of teachers to assist students individually or in small groups. They provide extra help in a variety of subjects, and because most are university students, they also serve as role models for children lacking exposure to higher education. Since its inception, ELLI tutors have been active at five local elementary schools, helping more than 800 students.

The Placentia/Yorba Linda Unified School District requires students to perform 40 hours of community service as a graduation requirement. In September 2002, the Placentia Library, the school district, and the Rotary Club of Placentia joined together to begin the Placentia Rotary Reading Enrichment Program (PRREP). With the Library as the lead, PRREP began recruiting local high school students from El Dorado and Valencia High Schools to tutor grade school students. During

the past three school years, over 300 PRREP volunteers have tutored more than 400 grade school students, accounting for over 3,000 hours of community service.

Providing homework help is another outreach that the Placentia Library District began in October 2004. Utilizing high school students, Federal Work Study, and Cal State Fullerton Interns, PLLS began a drop-in, first-come first-served homework club that helped students in grades K-12. Nearly 300 students received homework assistance this past school year, and that number is growing this school year.

As a result of its diverse components, statistics for the Placentia Library Literacy Services in Fiscal Year 2004-05 were impressive: 27 tutor training workshops and 215 new tutors trained; 300 adult and teen tutors accounted for more than 16,000 hours of instruction to more than 800 students; and another nearly 300 students received homework assistance.

Not to rest on its laurels, the Placentia Library Literacy Services has already expanded its services during Fiscal Year 2005-06, as two new homework projects began in September. One is a homework project at Topaz Elementary School. Topaz is located in Fullerton but it is in the Placentia/Yorba Linda School District. Last school year for the first time, because of overcrowded conditions at Kraemer, Topaz graduates began attending seventh grade at Tuffree Middle School, and many of them did not do as well as expected. To facilitate the transition of going from sixth to seventh grade, PLLS and Topaz Elementary began a unique homework club, after school on campus for seventh grade students. As these seventh grade students walk home from Tuffree Middle School, they stop and receive homework help in a familiar setting. The Topaz homework club is held from 4-6 PM Monday, Tuesday, and Wednesday, and since it began, we have averaged 20 students each day.

The other homework project that also started in September is at the Homeless Intervention Shelter, H.I.S. House, a shelter located in Placentia. When homeless clients go to H.I.S. House, they often have children. In that respect, there are presently twelve children there now, ranging in age from five to thirteen. These children are under-served and at-risk, particularly when it comes to homework assistance. The PLLS homework program at H.I.S. House has begun to provide that needed assistance.

The Placentia Library Literacy Services is the only full-service, Library-based literacy program in North Orange County. During Fiscal Year 2004-05, and so far in Fiscal Year 2005-06, PLLS has had students receiving free one-to-one tutoring who came from eleven different cities in Orange County. That's why the Placentia Library Literacy Program is exceptional in its innovative approach in providing literacy services, services that extend significantly farther than the boundary of the Placentia Library District.

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Placentia-Yorba Linda Unified School District

1301 E. Orangethorpe Avenue, Placentia, California 92870
Telephone (714) 996-2550 Fax (714) 524-3034

Dennis M. Smith, Ed.D.
Superintendent

Board of Education
Carol Downey
Karin Freeman
Judy Miner
Craig Olson, D.D.S.
Jan Wagner

November 29, 2005

Public Library Association
Highsmith Library Innovation Award
50 East Hutton Street
Chicago, IL 60611

Dear Selection Committee:

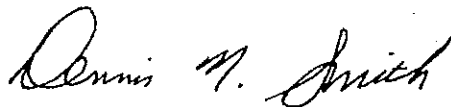
As superintendent of the Placentia-Yorba Linda Unified School District, I am extremely pleased to write this letter of support for the Placentia Library Literacy Services (PLLS) for The Highsmith Library Innovation Award.

I am continually impressed with the collaborative and innovative partnerships that the Placentia Library Literacy Services has brought into our schools, particularly in our neediest areas. Four years ago, they started the English Language and Literacy Intensive (ELLI) which now reaches more than 800 English learner students at seven elementary schools. In 2002, the Library's Literacy Services partnered with Placentia Rotary Club to expand their outreach and founded the Placentia Rotary Reading Enrichment Program (PRREP), a program where high school students earn community service hours by tutoring grade school students. In 2004-05, more than 100 high school students were PRREP tutors, accounting for over 2,000 hours of community service. I firmly believe that the partnerships the Placentia Library Literacy Services has with the school district result in a positive ripple effect in our community because when you're helping hundreds of students you're helping hundreds of families.

I am equally impressed with the homework club at Topaz Elementary for *seventh* grade students. Started this past year, this model program allows Tuffree Middle School students to access homework help at their former elementary school which is in closer proximity to their homes and right in their neighborhood.

The Placentia Library Literacy Services has a proven track record of reaching out and finding innovative programs to reach at-risk segments of our community. We have seen it first hand. At many of our schools, their assistance is the only program of its kind. They would make an ideal candidate for the Highsmith Library Innovation Award.

Respectfully,



Dennis Smith, Ed.D.
Superintendent

Topaz Elementary School

Mrs. Kathy Kreil, Principal

November 30, 2005

The PLA 2005/2006 Awards
The Highsmith Library Innovation Award

Re: Letter of Support, Placentia Library Literacy Services

Dear Selection Committee:

I am the Principal of Topaz Elementary School, and it is my pleasure to write this letter of support for the Placentia Library Literacy Services' Nomination Application for The Highsmith Library Innovation Award.

Topaz Elementary is a Title I school and serves the children of many lower income families. In addition, the majority of the Topaz student population comes from Spanish speaking homes. This past February, the Coordinator of the Placentia Library Literacy Services (PLLS) had a meeting with me, and I told him that last years Topaz graduates were not doing well in seventh grade at Tuffree Middle School. I asked him for advice. He immediately suggested that we start a homework club on campus for Topaz graduates attending Tuffree. Fast forward to this school year. We began the Topaz-Tuffree homework club on September 19, and it has been a tremendous success. The homework club meets every Monday, Tuesday, and Wednesday from 4-6 PM and has been averaging twenty seventh grade students each day. The measurement of success is that the first progress reports for most of these students were above average.

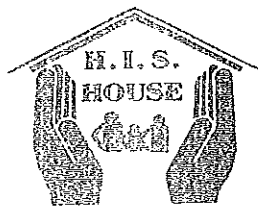
There is no question that the Topaz-Tuffree homework club is a model program that serves an under-served population in our community. I firmly believe that this partnership between Topaz Elementary School and the Placentia Library District Literacy Services is a legacy that will continue in the future. I urge the selection committee to favorably consider the Placentia Library Literacy Services' Nomination Application for the Highsmith Library Innovation Award.

Respectfully,



Kathy Kreil
Principal
Topaz Elementary School





Homeless Intervention and Shelter House
A Transitional Living Center for the Homeless

November 29, 2005

The PLA 2005-2006 Awards
The Highsmith Library Innovation Award

Re: Letter of Support, Placentia Library Literacy Services

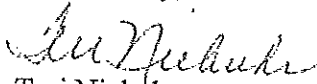
Dear Selection Committee:

As the Executive Director of Homeless Intervention Shelter, H.I.S. House, I feel honored and privileged to write this letter of support for the Placentia Library Literacy Services' Nomination Application for the Highsmith Library Innovation Award.

In addition to being homeless, many of the clients in H.I.S. House are single parents. This makes the challenge of helping their children with homework even more difficult. The Placentia Library Literacy Services (PLLS) began a homework club for children at H.I.S. House this past September. The PLLS provides an on-site library at H.I.S. House that encompasses the Placentia/Yorba Linda Unified School District curriculum from grades K-8. The PLLS also provides PLLS staff and volunteers to tutor school-age children on a one-to-one basis at H.I.S. House; something that H.I.S. House doesn't have the funds or staff to do. The homework club at H.I.S. House provides homework assistance each Monday, Tuesday, and Thursday evening to more than twelve grade school and middle school students.

I don't know of any other homeless shelter in Orange County that has a partnership with a local library that provides on-site homework help to school-age children. PLLS and H.I.S. House have a unique partnership that outreaches to an under-served and at-risk segment of our community. I urge the selection committee to favorably consider the Placentia Library Literacy Services' Nomination Application for the Highsmith Library Innovation Award.

Respectfully,


Teri Niebuhr
Executive Director
H.I.S. House

TO: Elizabeth Minter, Library Director

FROM: Jim Roberts, Public Services Manager/Literacy Coordinator *JR*

DATE: December 19, 2005

SUBJECT: CLLS Matching Grant reduced for FY 2005-06.

BACKGROUND:

The California State Library Literacy consultants used a complicated formula to determine the dollar match for CLLS Libraries. We were told to expect at least a 5 percent cut for FY 2005-06. In a letter dated November 4, 2005, the State Librarian notified the Placentia Library District that the total CLLS grant amount is \$51,732 or about a 15 percent cut from last FY amount of \$59,191. We are actively pursuing grants to make up for the cut.

RECOMMENDATION:

That the Library Board of Trustees receive and file.

Enclosure: Revised Revenue for Fiscal Year 2005-2006.

California Library Literacy Services
Revised Revenue for Fiscal Year 2005/2006

List below all private and public funds budgeted for all of your California Library Literacy Services - Adult Literacy Services, Family Literacy Services, ELLI, MLLS, as well as for any ESL or Other Services you plan to provide during the Fiscal Year.

In order to capture the whole funding picture of your literacy services you must include the funds you use to support your ESL, Reach Out & Read, and other complementary literacy services not funded with State Library funds in the columns provided. Understand that those ESL/Other funds will not be included in the matching formula by the California State Library when calculating an award. Also, any funds received from the California State Library, whether State or Federal (such as LSTA) are not eligible for matching. In-kind support such as space, utilities, etc., is also not eligible for matching and is not included in the budget, but is reported at the end of the year as In-kind.

Budget for FY 2005/06 by Program & Supporting Functions		Adult Literacy Services	Family Literacy	ELLI	Mobile Library Literacy	ESL	Other	Total Revenue	
Library Name: Placentia Library District	Projected Revenue							State Revenue	Other Revenue
California Library Literacy Services (California State Library Grant) *		31,732	10,000	10,000				51,732	
Library/Local Jurisdiction Commitment (City, County, District, Library)		178,815							178,815
California Work Opportunity (CalWorks)									
Community Based English Tutoring (CBET)									
Community Development Block Grant (CDBG)									
County Health/Human Services/Alcohol & Drug (Prop 36)									
County Housing Authorities/Departments (CHA)									
County Sheriff's Department/Corrections									
Donations from Individuals (including Bequests)									
Even Start									
First Five/Children & Families Commission (Prop 10)									
Head Start									
Healthy Start									
Library Foundations									
Library Friends Groups									
Local Literacy Councils/Groups									
Private/Corporate Foundations (e.g., Verizon)		2000	5000	1000					8,000
Pro Literacy Worldwide (PLW) (formerly LVA/Laubach)		1000							1,000
Service Clubs (e.g., Rotary, Kiwanis)									
Special Events Net (fundraisers)									
United Way									
WIA (Workforce Investment Act) Sec. 225/231									
WIA (Workforce Investment Act) EL CIVICS									
Other (identify)									
Total*		213,547	15,000	11,000	0	0	0	51,732	187,815
Grand Total									239,547

* Make sure column totals on Revised Revenue form equal column totals on Budget Detail.

Budget Categories	Projected Expenditures										Funding Source	
	Adult Literacy Services		Families for Literacy	ELLI	MLLS	ESL	Other Services	Total			State Revenue	Local Revenue
	CLLS \$ Portion	Local \$ Portion										
1. Salaries and Benefits	51732	83312					135044	0.00	51732	83312	0.00	0.00
2. Contract Staff		95503						0.00		95503	0.00	0.00
3. Operations								0.00			0.00	0.00
4. Library Materials								0.00			0.00	0.00
5. Equipment (\$5+)								0.00			0.00	0.00
6. Indirect Costs (not to exceed 10%)								0.00	51732	17881500	0.00	0.00
*Total:	51732	17881500	0.00	0.00	0.00	0.00	0.00	0.00				
Grand Total:		000230547										230547000

Staff Commitment

Salaries and Benefits - Library Personnel (staff is city, county, or district library employee)

Position/Job Title	ALS FTE	FFL FTE	ELLI FTE	MLLS FTE	ESL FTE	Other Serv. FTE	Total FTE	Salary Total
Literacy Coordinator	1						1	83312
Literacy Assistant		.5	.5				1	51732
							0	
							0	
							0	
							0	
							0	
Totals	1	.5	.5	0	0	0	2	135044000

Salaries - Contract (staff not city, county, or district library employee)

Position/Job Title	ALS FTE	FFL FTE	ELLI FTE	MLLS FTE	ESL FTE	Other Serv. FTE	Total FTE	Salary Total
Excess Personnel							0	
Part-time literacy staff	1.5		1.5				3	95503
							0	
							0	
							0	
Totals	1.5	0	1.5	0	0	0	3	955030000
							Grand Total FTE	5

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director *EDM*

SUBJECT: Legislative Issues and a Review of the Status of the State Budget and State Library Budget

DATE: December 19, 2005

BACKGROUND

No Legislative information has been received from the California Special Districts Association (CSDA) nor the California Library Association since the last Library Board Meeting.

The California Library Association "Day in the District" events are scheduled for Friday, January 27 and Friday, February 3, 2006. They are asking library representative to schedule visits with legislators and local staff members in the local legislative offices. The Board may want to discuss its participation in this project and what messages they would like to share with Assemblywoman Daucher and Senator Margett.

The California Special Districts Association Legislative Affairs Day will be April 18 and the California Library Association Legislative Day will be on April 20, 2006 in Sacramento. The Board may want to have someone participate in one or both of these events.

Any updated information will be presented at the Board Meeting.


RECOMMENDATION

Action to be determined by the Library Board of Trustees.



PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees

FROM: Elizabeth D. Minter, Library Director 

SUBJECT: Reclassification of the Administrative Assistant position to Administrative Services Manager, revision of the Exempt Employee job descriptions, establishment of a pay scale for the Administrative Services Manager position and elimination of the Administrative Assistant position.

DATE: December 19, 2005




BACKGROUND:

At its Work Session on December 7, 2005 the Library Board of Trustees adopted as a first reading the revised job description statements for the Manager of Public Services, Attachment A, and the Manager of Technical Services, Attachment B. These documents are ready for final adoption. At this point they will become part of the Placentia Library District Policy Manual as Policy Numbers 2305 and 2307.

At the December 7 Work Session the Board made several recommendations for changes to the proposed job description for Office/Business Manager, including changing the name to Administrative Services Manager. The direction from the Board was that they wanted less "Human Resources" terminology and greater narrative description of the position responsibilities. The proposed amended job description is Attachment C. This document is ready to be revised and/or adopted as a first reading.

At the December 7 Work Session the Board requested that it review the job description proposed by CPS Human Resources for the Library Director after it completed work on the job description for the Administrative Services Manager. The proposed job description for the Library Director is Attachment D. It is ready to be revised and/or adopted as a first reading.

The new position of Administrative Services Manager needs to have a salary range established. The background materials for the salary range discussion are Attachment E and include:

-  The proposed Placentia Library District Exempt Salary Scale. It eliminates the position of Administrative Assistant and creates an Administrative Services Manager with a BA degree position beginning at \$22.29 and an Administrative Services Manager with a Masters degree position beginning at \$26.22.
-  The current Placentia Library District Non-Exempt Salary Scale. This shows that the proposed Administrative Services Manager position is approximately level with the Librarian II position at the BA degree level.
-  Salaries of positions with comparative responsibilities at other independent special districts and the City of Placentia. In other words, comparison to positions for which Placentia Library

District's Administrative Services Manager would be eligible and highly qualified to apply as a candidate.

The Library Board should make a formal motion to eliminate the position of Administrative Assistant. The discussion at the December 7 Work Session was that when and if that position were to be reinstated that it would need a new job description and that we should begin fresh at that time.

The proposed "Personnel Allocation Chart for Fiscal Year 2005-2006" is Attachment F.

The proposed "Organizational Chart for Fiscal Year 2005-2006" is Attachment G.

CPS Human Resources Services provided the District with some information concerning compensation of public sector positions. They suggested that the Board may wish to include a statement about "compensation philosophy" in its Policy Manual. Otherwise the articles may be useful to expand the Board's understanding of public sector compensation practices in general. These articles are Attachment H.

RECOMMENDATION:

1. Final adoption of the revised job description statements for Manager of Public Services and Manager of Technical Services.
2. Adopt as a first reading the job description for Administrative Services Manager as revised December 19, 2005.
3. Adopt as a first reading the revised job description for Library Director as presented in the CPS Report on November 28, 2005.
4. Revise the Placentia Library District Salary Scale for Fiscal Year 2005-2006, Effective July 1, 2005, for Exempt Employees to include a ten step scale beginning at \$22.29 per hour for a new classification of Administrative Services Manager (BA) and add Administrative Manager (MA) to the existing scale for Public Services Manager and Technical Services Manager.
5. Eliminate the position of Administrative Assistant from the Placentia Library District Policy Manual, the Salary Scale for Exempt Employees and the Personnel Allocation Chart effective December 19, 2005.
6. Adopt the revised "Personnel Allocation Chart for Fiscal Year 2005-2006".
7. Adopt the revised "Organizational Chart for Fiscal Year 2005-2006".
8. Determine whether to instruct the Library Director to prepare a "Salary Policy" for the District Policy Manual.
9. Other action to be determined by the Library Board of Trustees.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Job Description – Manager of Public Services
POLICY NUMBER: 2305

2305.1 Description: The Public Services Manager, under the general direction of the Library Director, manages the adult services, children's services and literacy services programs of the Library; performs a wide variety of complex library-related tasks requiring specialized ability and knowledge; tasks performed involve the interpretation and application of broadly defined policies and procedures. The Manager of Public Services works directly with the Library Board of Trustees, library management and other staff and may be designated in charge of the Library during the absence of the Library Director. The responsibilities and essential duties performed on a frequent and recurring basis by the Manger of Public Service include the following:

2305.1.1 Attends all meetings of the District's Board of Trustees, and such other meetings as the Library Director specifies from time to time.

2305.1.2 Participates in the selection of staff for assigned activities and prepares performance evaluations and merit pay increase recommendations for the Library Director's review.

2305.1.3 Recruits, trains and places volunteer tutors; coordinates tutoring and provides staff oversight and supervision for a variety of volunteer tutors.

2305.1.4 Oversees the preparation of public service desk schedules and the assignment of substitute hours.

2305.1.5 Coordinates the continuing education and in-service training program for the Public Services staff.

2305.1.6 Maintains cordial relations with all persons entitled to the services of the District and attempts to resolve all public and employee complaints and encourages citizen participation in the affairs of the District.

2305.1.7 Carries into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for the Public Services activities and facilitating constructive and harmonious staff relations and communicates Board goals and objectives to the community.

2305.1.8 Prepares monthly and annual reports on the public service activities of the Library.

2305.1.9 Coordinates the adult and children's programming activities and exhibits in the Library.

2305.2 Typical Tasks:

2305.2.1 Directs, coordinates, and reviews the activities of the Public Services activities concerning personnel, resources, equipment, services and programs.

2305.2.2 Coordinates Library services projects with the City of Placentia and other outside organizations.

2305.2.3 Develops and implements procedures in compliance with Library policies related to staff and customer use of automated library systems.

2305.2.4 Manages and coordinates the Public Service Program Information on Library's WEB site.

2305.2.5 Manages the Library's programs for adults and children and schedules and coordinates exhibits.

2305.2.6 Prepares grant applications for Public Service activities.

2305.2.7 Speaks before community groups about books and Library services.

2305.2.8 Participates in recruiting, interviewing and selecting Public Services staff and evaluating the performance of Public Services personnel.

2305.2.9 Makes recommendations to the Library Director concerning the public relations activities for Public Services activities.

2305.2.10 Participates in Library Board meetings by preparing agenda items assigned by the Library Director and presenting policy matters for Board review.

2305.2.11 Establishes and implements work procedures and plans and organizes training programs for the public services staff, and is responsible for personnel actions, work assignments, and related matters.

2305.2.12 Prepares and submits reports of Public Services activities to the Library Director, to the State Library of California, and to other governmental agencies as required.

2305.2.13 Operates a personal computer and uses applicable software to prepare a wide variety of reports, correspondence and other material.

2305.2.14 Serves as a United States Passport Application Acceptance Agent.

2305.3 Required Qualifications: Master's Degree in Library or Information Science or a related field from an accredited college or university, five years of increasingly responsible experience in public library management positions, including a minimum of two years as a supervisor, possession of a valid California driver's license and status as a United States Citizen.

2305.4 Skills and Abilities:

2305.4.1 Knowledge of modern public library organization, procedures and policies including library-related computer hardware and software operations.

2305.4.2 Knowledge of skills required to perform reference work for adults and children using print and electronic resources and knowledge of reference sources and methods to serve adults and children.

2305.4.3 Knowledge of skills required to operate all components of a library-based literacy program.

2305.4.4 Knowledge of basic fund accounting and budgeting.

2305.4.5 Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents.

2305.4.6 Ability to meet and serve the public courteously and efficiently and establish and maintain effective relations with co-workers and community organizations.

2305.4.7 Ability to organize and manage workflow for self and others, to supervise and direct staff and implement applicable policies and procedures.

2305.4.8 Ability to analyze difficult problems, recommend solutions and take independent action.

2305.4.9 Ability to prepare and present reports which conform to prescribed style(s) and format(s) and present information to management, the Library Board of Trustees and public groups.

2305.4.10 Possession of or ability to obtain a Cardiopulmonary Resuscitation (CPR)

certificate from a source acceptable to the Library Board within 6 months of employment in this position.

2305.5 Physical Demands:

2305.5.1 The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2305.5.1.1 Must possess mobility to work in a standard office setting and to visit meeting sites.

2305.5.1.2 Must possess mobility to operate a motor vehicle.

2305.5.1.3 Must possess hearing and speech to communicate in person, before groups and over the telephone.

2305.5.1.4 Must possess ~~vision~~ vision to read printed material and a computer screen.

2305.5.1.5 Must possess stamina to move about the Library.

2305.5.1.6 Must have balance, coordination and dexterity levels appropriate to the duties to be performed.

2305.6 Working Environment/Conditions:

Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials. The Manager of Public Services sits, stands, walks, climbs stairs and inclines, kneels, crouches, twists, reaches, bends, grasps, uses a personal computer, keyboard and related equipment and lifts and moves boxes weighing 30 pounds or less and pushes or pulls a loaded book cart. Weekend and evening work and attendance at off-hours meetings and occasional travel are required.

2300.7 Fair Labor Standards Act Designation: Exempt – Administrative.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Job Description – Manager of Technical Services

POLICY NUMBER: 2307

REVISED:

2307.1 Description: The Technical Services Manager, under the general direction of the Library Director, manages circulation services and acquisitions and processing services programs of the library as well as all computer operations and services; tasks performed are complex and involve specialized ability and knowledge. The Manager of Technical Services works directly with the Library Board of Trustees, library management and other staff and may be designated in charge of the Library during the absence of the Library Director. The responsibilities and essential duties performed on a frequent and recurring basis by the Manger of Technical Services include the following:

2307.1.1 Attends all meetings of the District's Board of Trustees, and such other meetings as the Library Director specifies from time to time.

2307.1.2 Participates in the selection of staff for assigned activities and prepares performance evaluations and merit pay increase recommendations for the Library Director's review.

2307.1.3 Maintains the technology system of the Library and makes recommendations for upgrades/improvements.

2307.1.4 Oversees the preparation of public service desk schedules for the circulation function and the assignment of substitute hours.

2307.1.5 Coordinates the continuing education and in-service training program for the Technical Services staff.

2307.1.6 Maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

2307.1.7 Carries into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for the Technical Services activities and facilitating constructive and harmonious staff relations and communicates Board goals and objectives to the staff and the community.

2307.1.8 Prepares monthly and annual reports on the technical services activities of the Library.

2307.2 Typical Tasks:

2307.2.1 Directs, coordinates and reviews all Technical Services functions including the circulation, acquisition and processing activities concerning personnel, resources, equipment, services and programs.

2307.2.2 Plans, organizes, supervises, evaluates, and prepares and implements the budget for the computer technology, circulation services and acquisitions and processing services and programs of the library.

2307.2.3 Allocates the library materials budget, coordinates and supervises the materials selection process and coordinates and supervises the removal of material from circulation. Manages the design, technical content and user information for Library's WEB site.

2307.2.4 Performs or directs the installation and trouble shooting relating to computer hardware, software and database systems in the Library; assists with developing and implementing procedures in compliance with Library policies related to staff and customer use of automated library systems.

2307.2.5 Manages the online catalog for the Library and instructs staff in the use of the online library system.

2307.2.6 Develops recommended policies for the Library Board related to staff and customer use of automated library systems and implements policies adopted by the Board.

2307.2.7 Prepares grant applications for Technical Services activities.

2307.2.8 Negotiates and manages contracts and service agreements with Library vendors.

2307.2.9 Participates in recruiting, interviewing, selecting Technical Services staff and evaluating the performance of Technical Services personnel.

2307.2.10 Makes recommendations to the Library Director concerning the public relations activities for Technical Services activities.

2307.2.11 Participates in Library Board meetings by preparing agenda items assigned by the Library Director and presenting policy matters for Board review.

2307.2.13 Establishes and implements work procedures and plans and organizes training programs for the Technical Services staff and is responsible for personnel actions, work assignments and related matters.

2307.2.14 Prepares and submits reports of Technical Services activities to the Library Director, to the State Library of California, and to other governmental agencies as required.

2307.2.15 Serves as a United States Passport Application Acceptance Agent.

2307.3 Required Qualifications: Masters Degree in Library Science, Information Science or a related field from an accredited college or university, five years of increasingly responsible experience in public library management positions, including a minimum of two years as a supervisor, possession of a valid California driver's license and status as a United States Citizen.

2307.4 Skills and Abilities:

2307.4.1 Knowledge of modern public library organization, procedures and policies including library-related computer hardware and software operations.

2307.4.2 Knowledge of application of Dewey Decimal Classification system and Library of Congress Subject Headings.

2307.4.3 Knowledge of skills required to perform reference work for adults and children using print and electronic resources and knowledge of reference sources and methods to serve adult and children

2307.4.4 Knowledge of literature and standard works in various fields.

2307.4.5 Knowledge of basic fund accounting and budgeting.

2307.4.6 Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents.

2307.4.7 Ability to meet and serve the public courteously and efficiently and establish and maintain effective relations with co-workers and community organizations.

2307.4.8 Ability to organize and manage work flow for self and others, to supervise staff and implement applicable policies and procedures.

2307.4.9 Ability to analyze difficult problems , recommend solutions and take independent action

2307.4.10 Ability to prepare and present reports that conform to prescribed style(s) and format(s) and to present information to Library management, public groups and the Library Board of Trustees.

2307.5.11 Possession of or ability to obtain a Cardiopulmonary Resuscitation (CPR) certificate from a source acceptable to the Library Board within 6 months of employment.

2307.5 Physical Demands:

2307.5.1 The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2307.5.1.1 Must possess mobility to work in a standard office setting and to visit meeting sites.

2307.5.1.2 Must possess mobility to operate a motor vehicle.

2307.5.1.3 Must possess hearing and speech to communicate in person, before groups and over the telephone.

2307.5.1.4 Must possess vision to read printed material and a computer screen.

2307.5.1.5 Must possess stamina to move about the Library.

2307.5.1.6 Must have balance, coordination and dexterity levels appropriate to the duties to be performed.

2307.6 Working Environment/Conditions:

Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials. The Manager of Technical Services sits, stands, walks, climbs stairs and inclines, kneels, crouches, twists, reaches, bends, grasps, uses a personal computer, keyboard and related equipment, lifts and moves boxes and equipment weighing 30 pounds or less and pushes or pulls a loaded book cart. Weekend and evening work and attendance at off-hours meetings and occasional travel are required.

2307.7 Fair Labor Standards Act Designation: Exempt – Administrative.

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Job Description – Manager of Administrative Services

Deleted: Office/Business Manager

POLICY NUMBER: 2303

2303.1 Description: The Manager of Administrative Services, under the general direction of the Library Director, performs a wide variety of complex administrative, personnel, accounting and risk management tasks requiring specialized ability and knowledge; tasks performed involve the interpretation and application of broadly defined policies and procedures. The Manager of Administrative Services works directly with the Library Board of Trustees, library management and other staff and may be designated in charge of the District during the absence of the Library Director. The responsibilities and essential duties performed on a frequent and recurring basis by the Manager of Administrative Services include the following:

Deleted: 2303.1 Description

Deleted: Office/Business Manager

Deleted: Office/Business Manager

Deleted: Office/Business Manager

2303.1.1 Attends meetings, prepares and certifies agendas, prepares minutes and maintains official records and documents of the District's Board of Trustees and all of its committees and such other meetings as the Library Director assigns.

2303.1.2 Manages the ^{employment} recruitment process and maintains confidential personnel records for all District staff. This includes but is not limited to preparing and placing job opening listings; preparing application forms and incorporating changes required by law or approved by the Library Director; receiving applications and determining who meets the minimum qualifications for the position; coordinating with the Library Director and other Managers the applications of those to be invited for an interview; participating as a panel member in all interviews to monitor the legal and risk management compliance requirements; communicating with candidates about the application and interview process; recruiting panel members for interviews; in consultation with the Library Director and other Managers preparing the question list for each interview; maintaining the application and interview materials in compliance with State and Federal laws; in consultation with the Library Director and other Managers preparing the written offer of employment for each employee; scheduling employment physicals and receiving and filing the results; completing and filing all pre-employment, payroll and insurance paperwork; and issuing keys, risk management information and the Placentia Library District Personnel Manual.

2303.1.3 Prepares performance evaluations and merit pay increase recommendations for all Administrative Services staff for the Library Director's review.

Deleted: Participates in the selection of District staff.

2303.1.4 Maintains schedules for work activities, performance evaluations and merit pay increase recommendations for all Library staff and coordinates same with the Library Director and other Managers.

Deleted: and

Deleted: library management.

2303.1.5 Maintains the District's checkbooks and general ledger; manages accounts payable/receivable; prepares items for payment; and prepares the payroll and tax filings.

Deleted: and

2303.1.6 Maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public and employee complaints.

2303.1.7 Carries into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for administrative activities; facilitates constructive and harmonious staff relations and communicates Board goals and objectives to the community.

2303.1.8 Prepares monthly and annual reports on administrative and other activities as needed.

2303.2 Typical Tasks:

2303.2.1 Directs, coordinates, and reviews the administrative activities of the District concerning personnel, risk management, accounting, purchasing, building maintenance, meeting room, and equipment.

Deleted: resources,

Deleted: , services and programs

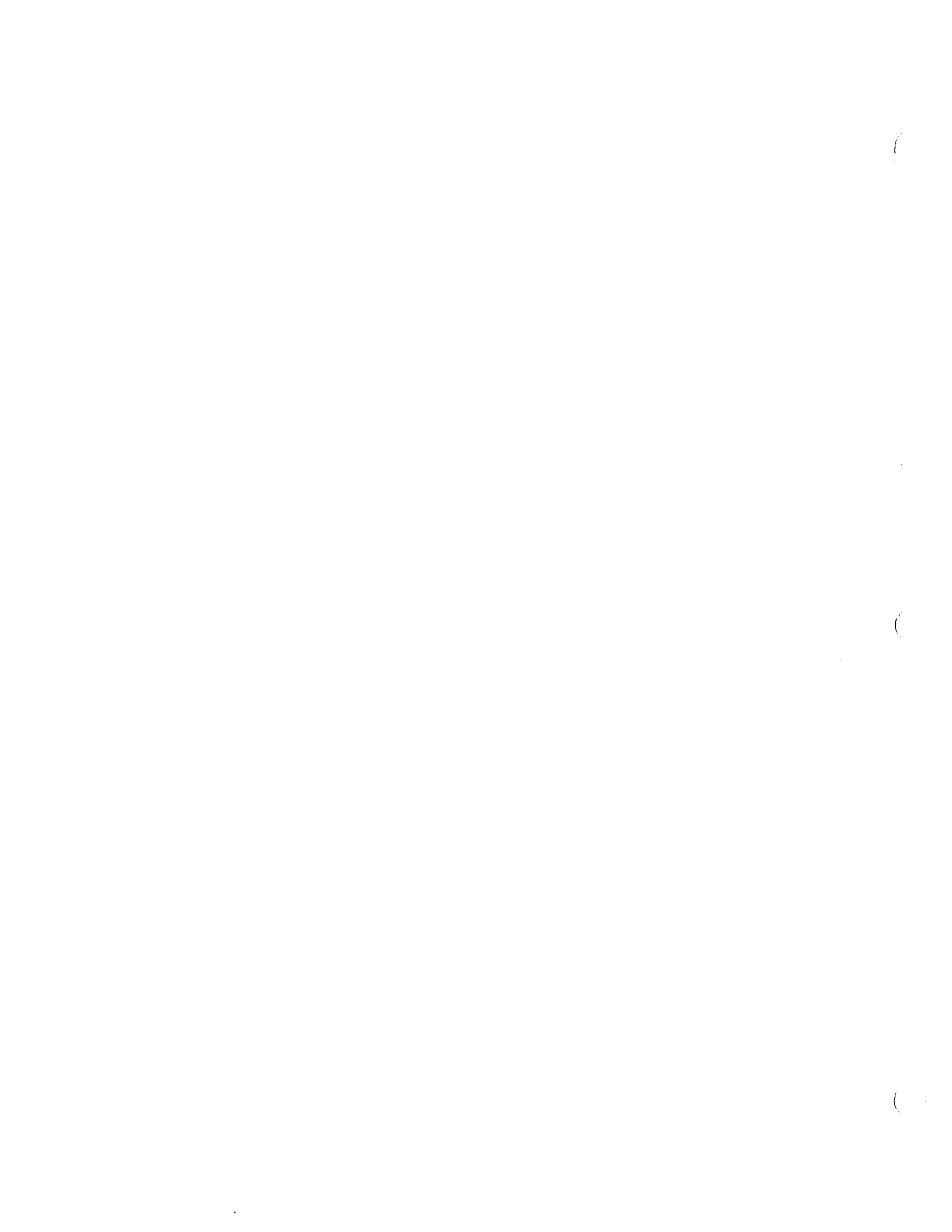
2303.2.2 Manages the passport application agency, coordinates communications with the United States Department of State, serves as a United States Passport Application Acceptance Agent, trains all full time and designated part time staff as Passport Acceptance Agents, trains all Passport Acceptance Agents on changes in processing procedures and Federal requirements, and coordinates supplies and mailing procedures.

2303.2.3 Prepares and submits the District's financial and other reports to the Library Director, the State Library of California and other governmental agencies as required.

2303.2.4 Deposits receipts, maintains checkbooks and processes bills for payment for the District and Placentia Library Foundation and coordinates communication with the Orange County Auditor and the Orange County Treasurer.

2303.2.5 Maintains the office general ledger for the District and the Placentia Library Foundation. Prepares materials for the annual audit and coordinates all activities with the District's independent auditor.

2303.2.6 Prepares and maintains a variety of files records including payroll and personnel records, worker's compensation, risk management, pension fund and 457 plan records.



2303.2.8 Serves as the primary contact for receiving concerns from staff about personnel and facility-related issues and from the public about District services, entrepreneurial activities and facility-related issues; and negotiates and implements resolutions or refers policy-related issues to the Library Director or other Managers.

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Deleted: resolves same as appropriate.

2303.2.9 Coordinates repairs, maintenance and safety of the District's physical facility.

2303.2.10 Negotiates and manages contracts and service agreements with District vendors and coordinates bid processes and purchasing as assigned by the Library Director.

2303.2.11 Makes recommendations to the Library Director concerning the promotion and marketing of entrepreneurial activities and District services.

Deleted: 2303.2.11 . Manages the recruitment process for all District positions; participates in interviewing and selecting staff as needed and trains, supervises and evaluates staff as assigned.

2303.2.12 Participates in Library Board and Committee meetings by preparing agendas and/or agenda items assigned by the Library Director, presenting policy matters for Board review and preparing minutes.

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2303.2.13 Operates a personal computer and uses applicable software to prepare a wide variety of reports, correspondence and other material.

2303.3 Required Qualifications: Bachelor's Degree in Business, Accounting, Public Administration or a business-related field from an accredited college or university, three years of increasingly responsible experience in an administrative office environment using bookkeeping/accounting, payroll, word processing, spreadsheet and database, software plus experience with scheduling and demonstrated writing skills. Possession of Master's degree in Public Administration or a business-related field or Library Science is desirable. Possession of a valid California driver's license and status as a United States Citizen is also required.

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2303.4 Skills and Abilities:

2303.4.1 Knowledge of office practices and procedures, office equipment, filing systems, business correspondence methods, and good business English including vocabulary, grammar and spelling.

2303.4.2 Knowledge of basic fund accounting, cost accounting and budgeting.

2303.4.3 Knowledge of personnel and risk management practices.

2303.4.5 Ability to manage work flow in an orderly fashion for self and others while processing multiple simultaneous projects; ability to perform difficult clerical work and make decisions based upon District policies and procedures.

2303.4.6 Ability to supervise and direct staff and implement applicable policies and procedures.

2303.4.7 Ability to analyze difficult problems, recommend solutions and take independent action.

2303.4.8 Ability to prepare and present reports which conform to prescribed style(s) and format(s) and present information to management and the Library Board of Trustees.

2303.4.9 Ability to meet and serve the public courteously and efficiently and establish and maintain effective relations with co-workers and community organizations.

2303.4.10 Ability to operate a personal computer and use applicable software including Word, Excel, Access and QuickBooks.

2303.4.11 Possession of or ability to obtain a Cardiopulmonary Resuscitation (CPR) certificate from a source acceptable to the Library Board within 6 months of employment in this position.

2303.5 Physical Demands:

2303.5.1 The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2303.5.1.1 Must possess mobility to work in a standard office setting and to visit meeting sites.

2303.5.1.2 Must possess mobility to operate a motor vehicle.

2303.5.1.3 Must possess hearing and speech to communicate in person, before groups and over the telephone.

2300.5.1.4 Must possess vision to read printed materials and a computer screen.

2300.5.1.5 Must possess stamina to move about the Library.

2300.5.1.6 Must have balance, coordination dexterity levels appropriate to the duties to be performed.

2303.6 Working Environment/Conditions:



Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials. The Manager of Administrative Services sits, stands, walks, kneels, twists, reaches, bends, grasps, uses a personal computer, keyboard and related equipment, lifts and move boxes weighing 30 pounds or less and may push or pull a loaded book cart. Weekend and evening work and attendance at off-hours meetings are required.

Deleted: Business/Office Manager

2303.7 Fair Labor Standards Act Designation: Exempt – Administrative,

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Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Job Description – Library Director
POLICY NUMBER: 2300
REVISED: 11/2005 - CPS

2300.1 Description. The Library Director is the Executive Officer of the District and for the Board of Trustees, administers the District; has exclusive management and control of the operations, activities and functions of the District, subject to approval by the Board of Trustees; provides day-to-day leadership for the District; provides a motivating work climate for District employees and has general charge, responsibility and control over all property of the District. The responsibilities and essential duties performed on a frequent and recurring basis by the Library Director include the following:

2300.1.1 Attends all meetings of the District's Board and such other meetings as the Board specifies from time to time.

2300.1.2 Employs staff and other employees necessary for the proper administration of the District and the proper operation of the work of the District, in accordance with Policy #2150, "Compensation," subject to approval by the Board of Trustees.

2300.1.3 Supervises management and technical staff and through them all library staff.

2300.1.4 Delegates authority as appropriate and has authority over all Library staff including terminating staff for cause or lack of worthwhile work.

2300.1.5 Maintains cordial relations with all persons entitled to the services of the District, attempts to resolve all public and employee complaints and encourages citizen participation in the affairs of the District.

2300.1.6 Carries into effect the expressed policies of the Board of Trustees, including planning the short, medium and long-term work program for the District; facilitates constructive and harmonious Board relations and communicates Board goals and objectives to the community.

2300.1.7 Prepares and oversees the District budget, conducts studies and makes oral and written presentations.

2300.1.8 Directs and participates in the preparation monthly and annual reports on

library activities.

2300.1.9 Approves the continuing education and in-service training programs of the District.

2300.2 Typical Tasks

2300.2.1 Directs, coordinates, and reviews the activities of the various library departments concerning personnel, resources, equipment, services and programs.

2300.2.2 Prepares the library budget for Board review; administers adjusted budget.

2300.2.3 Serves as liaison between the Library District/Board, other libraries, organizations and individuals in the community in order to aid in the development, coordination, and classification of the library program.

2300.2.4 Plans and organizes the development of long-range library building programs, additions to library services and related activities.

2300.2.5 Oversees the recruitment of and selects library personnel; evaluates the performance of library personnel and conducts labor negotiations as needed.

2300.2.6 Directs and coordinates the public relations activities of the library.

2300.2.7 Participates in Library Board meetings, prepares the agenda, presents policy matters for Board review and writes meeting minutes.

2300.2.8 Formulates library personnel policies for Library Board review, plans and organizes training programs, had has responsibility for personnel actions, work assignments and related matters.

2300.2.9 Develops workload indicators to measure progress towards the achievement of goals.

2300.2.10 Develops and evaluates special programs.

2300.2.11 Prepares and submits a variety of activity reports to the Library Board, the State Library of California and to other governmental agencies as required.

2300.2.12 Oversees the acquisition, implementation and usage of data processing systems.

2300.2.13 Operates a personal computer and uses applicable software to prepare a wide variety of reports, correspondence and other material.

2300.2.14 Serves as a United States Passport Application Acceptance Agent.

2300.3 Required Qualifications: Master's Degree in Library Science, Information Science or a related field from an accredited college or university, five years of increasingly responsible experience in a public library management positions, including extensive experience in a supervisory capacity, possession of a valid California driver's license and be a United States citizen. Possession of a Bachelor's or Master's Degree in Public Administration or a related field in addition to the Master's Degree in Library Science, Information Science or a related field is desirable.

2300.4 Skills and Abilities:

2300.4.1 The ability to efficiently prepare annual budgets and long-term revenue/outlay plans.

2300.4.2 The ability to effectively communicate verbally and in writing with the Library Board, staff, constituents and representatives of other agencies.

2300.4.3 The ability to meet and serve the public courteously and efficiently and establish and maintain effective relationships with subordinate staff and community organizations.

2300.4.4 Extensive knowledge of the principles and practices of modern public Librarianship.

2300.4.5 Extensive knowledge of planning, administering and appraising a public library program.

2300.4.6 Ability to supervise and direct staff and implement applicable policies and procedures.

2300.4.7 Knowledge of literature and standard works in various fields.

2300.4.8 Ability to analyze difficult problems, recommend solutions and take independent action.

2300.4.9 Possession of or ability to obtain a Cardiopulmonary Resuscitation (CPR) certificate from a source acceptable to the Library Board within 6 months of employment in this position.

2300.4.10 Ability to operate a personal computer and use applicable software.

2300.5 Physical Demands:

2303.5.1 The physical demands described here are representative of those that must be met by an employee to successfully perform the typical tasks of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the typical tasks.

2300.5.1.1 Must possess mobility to work in a standard office setting and to visit meeting sites.

2300.5.1.2 Must possess mobility to operate a motor vehicle.

2300.5.1.3 Must possess vision to read printed materials and a computer screen.

2300.5.1.4 Must possess stamina to move about the Library.

2300.5.1.5 Must possess hearing and speech to communicate in person, before groups and over the telephone.

2300.5.1.6 Must have balance, coordination and dexterity levels appropriate to the Duties to be performed.

2300.6 Working Environment/Conditions:

Most work is performed in an office setting, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials. The Library Director sits, stands, walks, kneels, twists, reaches, bends, grasps, uses a personal computer, keyboard and related equipment and lifts and moves boxes weighing 30 pounds or less. Weekend and evening work and attendance at off-hours meetings and occasional travel are required.

2300.7 Fair Labor Standards Act Designation: Exempt – Administrative.

11/2005 CPS
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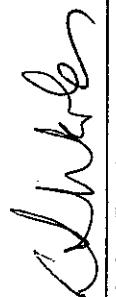
PLACENTIA LIBRARY DISTRICT
SALARY SCALE FOR
FISCAL YEAR 2005-2006
Effective July 1, 2005
EXEMPT

	1	2	3	4	5	6	7	8	9	10	
LIBRARY DIRECTOR	HR 48.08 PP 3,846.40 AN 100,006.40 MO 8,333.87	22.29	22.84	23.42	24.00	24.60	25.22	25.85	26.49	27.15	28.51
ADMIN SVCS MANAGER (BA)	HR 1,782.96 PP 46,356.96 AN 3,863.08 MO	22.84	22.84	23.42	24.00	24.60	25.22	25.85	26.49	27.15	28.51
		1,827.53	1,873.22	1,920.05	1,968.05	2,017.26	2,067.69	2,119.38	2,172.36	2,280.98	
		47,515.88	48,703.78	49,921.38	51,169.41	52,448.65	53,759.86	55,103.86	56,481.45	59,305.53	
		3,959.66	4,058.65	4,160.11	4,264.12	4,370.72	4,479.99	4,591.99	4,706.79	4,942.13	
PUB SVC	HR 26.22	26.88	27.55	28.24	28.94	29.67	30.41	31.17	31.95	33.54	
TECH SVC	PP 2,097.60	2,150.04	2,203.79	2,258.89	2,315.36	2,373.24	2,432.57	2,493.39	2,555.72	2,683.51	
ADMIN SVCS (MA)	AN 54,537.60	55,901.04	57,298.57	58,731.03	60,199.31	61,704.29	63,246.90	64,828.07	66,448.77	69,771.21	
MANAGERS	MO 4,544.80	4,658.42	4,774.88	4,894.25	5,016.61	5,142.02	5,270.57	5,402.34	5,537.40	5,814.27	
PAGES	Starting Wage	6.75	7.09	7.44	7.81	18 Months	1 Year	7.81			

Signature _____ : Revised December 19, 2005
AI Shkoler, President

PLACENTIA LIBRARY DISTRICT
SALARY SCALE FOR
FISCAL YEAR 2005-2006
Effective July 1, 2005
NON-EXEMPT

	1	2	3	4	5	6	7	8	9	10
CLERK I	HR	11.97	12.27	12.58	12.89	13.21	13.54	13.88	14.23	14.58
	PP	957.60	981.54	1,006.08	1,031.23	1,057.01	1,083.44	1,110.52	1,138.29	1,166.74
	AN	24,897.60	25,520.04	26,158.04	26,811.99	27,482.29	28,169.35	28,873.58	29,595.42	30,335.31
	MO	2,074.80	1,875.47	1,922.27	1,970.80	2,019.33	2,347.45	2,406.13	2,466.29	2,527.94
CLERK II	HR	13.53	13.87	14.21	14.57	14.93	15.31	15.69	16.08	16.48
	PP	1,082.40	1,109.46	1,137.20	1,165.63	1,194.77	1,224.64	1,255.25	1,286.63	1,318.80
	AN	28,142.40	28,845.96	29,567.11	30,306.29	31,063.94	31,840.54	32,636.56	33,452.47	34,288.78
	MO	2,345.20	2,403.83	2,463.93	2,525.52	2,588.66	2,653.38	2,719.71	2,787.71	2,857.40
LIBR ASST	HR	16.07	16.47	16.88	17.31	17.74	18.18	18.64	19.10	19.58
	PP	1,285.60	1,317.74	1,350.68	1,384.45	1,419.06	1,454.54	1,490.90	1,528.17	1,566.38
	AN	33,425.60	34,261.24	35,117.77	35,995.72	36,895.61	37,818.00	38,763.45	39,732.53	40,725.85
	MO	2,785.47	2,855.10	2,926.48	2,999.64	3,074.63	3,151.50	3,230.29	3,311.04	3,393.82
LIB I	HR	19.00	19.48	19.96	20.46	20.97	21.50	22.03	22.59	23.15
	PP	1,520.00	1,558.00	1,596.95	1,636.87	1,677.80	1,719.74	1,762.73	1,806.80	1,851.97
	AN	39,520.00	40,508.00	41,520.70	42,558.72	43,622.69	44,713.25	45,831.08	46,976.86	48,151.28
	MO	3,293.33	3,375.67	3,460.06	3,546.56	3,635.22	3,726.10	3,819.26	3,914.74	4,012.61
LIB II	HR	22.14	22.69	23.26	23.84	24.44	25.05	25.68	26.32	26.98
	PP	1,771.20	1,815.48	1,860.87	1,907.39	1,955.07	2,003.95	2,054.05	2,105.40	2,158.04
	AN	46,051.20	47,202.48	48,382.54	49,592.11	50,831.91	52,102.71	53,405.27	54,740.41	56,108.92
	MO	3,837.60	3,933.54	4,031.88	4,132.68	4,235.99	4,341.89	4,450.44	4,561.70	4,675.74
LIB	HR	8.17	8.37	8.58	8.80	9.02	9.24	9.47	9.71	9.95
	PP	653.60	669.94	686.69	703.86	721.45	739.49	757.98	776.93	796.35
	AN	16,993.60	17,418.44	17,853.90	18,300.25	18,757.75	19,226.70	19,707.37	20,200.05	20,705.05
	MO	1,416.13	1,451.54	1,487.83	1,525.02	1,563.15	1,602.22	1,642.28	1,683.34	1,725.42

Signature  : Date May 23, 2005
Al Shkoler, President

Placentia Library District
 Reclassification Study
 July 2005
 Updated December 2005

Agency	Position Title	Education	Fiscal Year 2005-2006 Salary Range
Buena Park Library District	Business Officer	Bachelor + 3 years	45,614 - 55,578
Buena Park Library District	Support Services Manager	Masters	58,906 - 71,781
Palos Verdes Library District	Finance Director	Masters	72,000 - 97,982
Alta Dena Library District	Finance & Operations Assistant	High School + 1 year	32,369 - 40,378
Mesa Consolidated Water District	Administrative Services Manager	Bachelor + 8 years	88,776 - 122,376
Yorba Linda Water District	Business Manager	Bachelor + 5 years	88,488 - 107,556
City of Placentia	Director of Administrative Services	Bachelor + 3 years	85,992

No benefit information was collected for this comparison.



Placentia Library District

Proposed Revised Personnel Allocation for Fiscal Year 2005-2006
 Presented to the Library Board of Trustees November 28, 2005

Proposed Personnel Allocation for Fiscal Year FY2005-2006

	Admin	Public Svcs	Adult	Literacy	Child	Circ	Passport & Tech Svcs	TOTAL
Library Director	1.00							1.00
Service Manager	1.00	0.25		0.75			1.00	3.00
Administrative Assistant								0.00
Librarian II			1.00					1.00
Librarian			1.75	1.50	0.50		0.50	4.25
Library Assistant	1.00				1.00	1.00		3.00
Library Clerk II						2.00		2.00
Library Clerk I						1.13	2.05	3.18
Substitute Librarian			0.25		0.25			0.50
Substitute Library Assistant								0.00
Substitute Clerk						0.50	0.10	0.60
Library Aide	0.25					2.13	0.50	2.88
Page						1.50		1.50
TOTAL	3.25	0.25	3.00	2.25	1.75	8.26	4.15	22.91

Placentia Library District

Personnel Allocation for Fiscal Year 2004-2005
Presented to the Library Board of Trustees August 9, 2004

Proposed Revised Personnel Allocation for Fiscal Year FY2004-2005, Effective August 9, 2004

	Admin	Public Svcs	Adult	Literacy	Child	Circ	Passport & Tech Svcs	TOTAL
Library Director	1.00							1.00
Service Manager		0.25	0.25	0.75			0.75	2.00
Administrative Assistant	1.00							1.00
Librarian II								0.00
Librarian			2.50	1.00	1.50	1.00	0.25	6.25
Library Assistant	1.00							1.00
Library Clerk II						1.00		1.00
Library Clerk I						1.63	1.55	3.18
Substitute Librarian			0.19		0.19			0.38
Substitute Library Assistant								0.00
Substitute Clerk						0.38		0.38
Library Aide	0.25					2.00	0.50	2.75
Page						0.50		0.50
TOTAL	3.25	0.25	2.94	1.75	1.69	6.51	3.05	19.44

Personnel Allocation for Fiscal Year 2004-2005
Presented to the Library Board of Trustees June 30, 2004

Allocation Adopted by the Library Board of Trustees for FY2004-2005

	Admin	Public Svcs	Adult	Literacy	Child	Circ	Passport & Tech Svcs	TOTAL
Library Director	1.00							1.00
Service Manager		0.25	0.25	0.75			0.75	2.00
Administrative Assistant	1.00							1.00
Librarian II								0.00
Librarian			1.75	1.00	1.25	1.00		5.00
Library Assistant	1.00		0.25		0.25		0.25	1.75
Library Clerk II						1.00		1.00
Library Clerk I						1.63	1.55	3.18
Substitute Librarian			0.19		0.19			0.38
Substitute Library Assistant								0.00
Substitute Clerk						0.38		0.38
Library Aide	0.25					2.00	0.50	2.75
Page						0.50		0.50
TOTAL	3.25	0.25	2.44	1.75	1.69	6.51	3.05	18.94

Placentia Library District

Allocation Adopted by the Library Board of Trustees for FY2003-2004

	Admin	Public Svcs	Adult	Literacy	Child	Circ	Passport & Tech Svcs	TOTAL
Library Director	1.00							1.00
Service Manager		0.25	0.25	0.75			0.75	2.00
Administrative Assistant	1.00							1.00
Librarian II					1.00			1.00
Librarian			1.50	1.00		1.00		3.50
Library Assistant	1.00		0.50	0.50	0.25		0.25	2.50
Library Clerk II						1.00		1.00
Library Clerk I						1.50	1.00	2.50
Substitute Librarian			0.41		0.40			0.81
Substitute Library Assistant				0.54				0.54
Substitute Clerk						0.38		0.38
Library Aide	0.25					2.00	0.50	2.75
Page						0.50		0.50
TOTAL	3.25	0.25	2.66	2.79	1.65	6.38	2.50	19.48

Allocation Adopted by the Library Board of Trustees for FY2002-2003

	Admin	Public Svcs	Adult	Literacy	Child	Circ	Tech Svcs	TOTAL
Library Director	1.00							1.00
Service Manager		0.50	0.25	0.50			0.75	2.00
Administrative Assistant	1.00							1.00
Librarian II					1.00			1.00
Librarian			0.50	1.00				1.50
Library Assistant	1.00		1.50	0.50	0.25	1.00	0.25	4.50
Library Clerk II						1.00		1.00
Library Clerk I	0.50					1.50	0.50	2.50
Substitute Librarian			0.41		0.40			0.81
Substitute Library Assistant				0.54				0.54
Substitute Clerk						0.38		0.38
Library Aide	0.25					2.00	0.50	2.75
Page						0.50		0.50
TOTAL	3.75	0.50	2.66	2.54	1.65	6.38	2.00	19.48

Placentia Library District

Allocation Adopted by the Library Board of Trustees for FY2001-2002

	Admin	Public Svcs	Adult	Literacy	Child	Circ	Tech Svcs	TOTAL
Library Director	1.00							1.00
Service Manager		0.50	0.25	0.50			0.75	2.00
Administrative Assistant	1.00							1.00
Librarian II			1.00		1.00			2.00
Librarian								0.00
Library Assistant	1.00		0.75	0.50	0.25	1.00	0.25	3.75
Library Clerk II						1.00		1.00
Library Clerk I	0.50					1.00	0.50	2.00
Library Aide	0.25					2.00	0.50	2.75
Page						0.50		0.50
TOTAL	3.75	0.50	2.00	1.00	1.25	5.50	2.00	16.00

Allocation Adopted by the Library Board of Trustees for FY2000-2001

	Admin	Public Svcs	Adult	Literacy	Child	Circ	Tech Svcs	TOTAL
Library Director	1.00							1.00
Service Manager		0.50	0.25	0.50			0.75	2.00
Administrative Assistant	1.00							1.00
Librarian II			1.00		1.00			2.00
Librarian								0.00
Library Assistant	1.00		0.75	0.50	0.25	1.00	0.25	3.75
Library Clerk II						1.00		1.00
Library Clerk I						1.00		1.00
Library Aide	0.25					1.50	0.50	2.25
Page						0.50		0.50
TOTAL	3.25	0.50	2.00	1.00	1.25	5.00	1.50	14.50

Allocation Adopted by the Library Board of Trustees for FY1999-2000

	Admin	Prof. Svcs	Adult	Literacy	Child	Circ	Tech Svcs	TOTAL
Library Director	1.00							1.00
Principal Librarian		0.50	0.50					1.00
Administrative Assistant	1.00							1.00
Librarian II			1.25				0.75	2.00
Librarian					1.00			1.00
Library Assistant	0.75			0.50		1.00	0.25	2.50
Library Clerk II								0.00
Library Clerk I						2.00		2.00
Library Aide	0.25					1.50	0.50	2.25
Page						0.50		0.50
TOTAL	3.00	0.50	1.75	0.50	1.00	5.00	1.50	13.25

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

Organization Chart for Fiscal Year 2005-2006
Presented November 28, 2005

Library Staff
(22.91 FTE)

LIBRARY BOARD

Library Director (1.00 FTE)
Minter

**Technical Services
(Including Passport Clerks)**
(11.16 FTE)

Technical Services Manager
(1.00 FTE)
Napier

Circulation Services
(8.26 FTE)

Library Assistant
(1.00 FTE)
Gomez

Library Clerk II
(2.00 FTE)
Quintanar
Wnek

Library Clerk I
(1.13 FTE)
Diaz (.63 FTE)
McCartney (.50 FTE)
Library Aide/(Lead Shelver)
(2.13 FTE)
Guzman (.50 FTE)
Peterson (.875 FTE)
Stryzik (.25 FTE)
Hernandez (.50 FTE)
Library Student Assistant
(Shelvers)
(1.50 FTE)
Substitute Clerk
(.50 FTE)

**Acquisitions
Processing Services
Passport Clerks**
(1.90 FTE)

Librarian
(.50 FTE)
Matas

Library Clerk
(.80 FTE)
Perez (.50 FTE)
Robison (.30 FTE)
Library Aide
(.50 FTE)
Eysin
Substitute Clerk
(.10 FTE)

Administrative Services
(3.50 FTE)

Administrative Services
Manager
(1.00 FTE)
Goodson

Library Assistant
(Volunteer Coordinator)
(1.00 FTE)
Millonzi

Library Clerk
(1.25 FTE)
Perez (.50 FTE)
Hernandez (.50 FTE)
Robison (.25 FTE)
Library Aide
(.25 FTE)
Stryzik

Public Services
(7.25 FTE)

Public Services Manager
(.25 FTE)
Roberts

Adult Services
(3.00 FTE)

Librarian II
Sirazdas (1.00 FTE)
Librarian
(1.75 FTE)
Bell (.75 FTE)
Matas (.50 FTE)
Yuan (.50 FTE)
Substitute Librarian
(.25 FTE)

Children's Services
(1.75 FTE)

Librarian
Humble (.25 FTE)
Bell (.25 FTE)
Library Assistant
Gurkweitz (1.00 FTE)
Substitute Librarian
(.25 FTE)

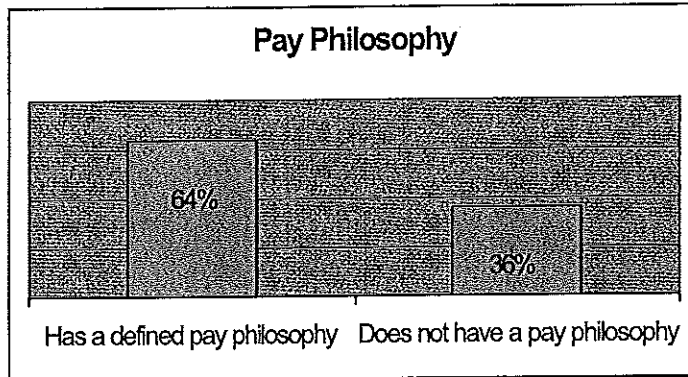
Literacy Services
(2.25 FTE)

Public Services Manager/
Literacy Coordinator
(.75 FTE)
Roberts
Librarian
Silberfarb (1.00 FTE)
Dallstream (.50 FTE)



Pay philosophy

Consistent with good Compensation practices, the majority of Public Sector organizations have a defined pay philosophy. The following chart demonstrates this:



Note. N=211

Pay Plans

Many publications have suggested that many Public Sector organizations are steadily increasing their usage variable pay plans (e.g., pay for performance, skill-based pay, gainsharing, and competency based pay). The following chart demonstrates that just under half of the 211 jurisdictions indicated they do have a variable pay plan.

Organizations having Variable Pay Plan	Organizations not having Variable Pay Plan
45%	55%

Of organizations using Variable Pay Plans reported using the following type:

Pay-For-Performance	Skilled Based Pay	Competency Based Pay	Gainsharing
80%	27%	20%	9%

Reported Success Rates of Variable Pay Plans concerning performance of employees:

Helped facilitate performance adequately	Helped facilitate performance to a great extent	Did not help performance at all
68%	22%	10%

Note. N=211

GAC Home	Compensation Philosophy	City Class Specifications	Compensation (Pay) Plans	Job Analysis Questionnaire	FAQS
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Classification and Compensation Division SUMMARY OF CITY OF ALEXANDRIA COMPENSATION PHILOSOPHY

Overview

In May of 1997, the City Council adopted its first-ever Compensation Philosophy statement. The statement is intended to provide a broad framework for the City Council, management, employees and the citizens in order to understand and guide decisions that affect pay. It is designed to reflect the importance public employees play in the delivery of services and programs to the community; that compensation is a clear measure of that importance; and that there is fair and equitable treatment of all employees, regardless of race, gender, or disability, and in accordance with EEO/AA goals. In addition, the statement establishes the commitment and necessity to maintain comparability with jurisdictions who are most likely to affect recruitment and retention of employees.

Competitiveness and Comparability

The intent of the compensation philosophy is to maintain a competitive compensation program in order to attract, retain, and motivate qualified employees. To that end, the following principles govern compensation programs:

- Pay programs are intended to be competitive at a minimum with the average pay of comparator organizations in the primary labor market. The primary labor market is currently defined as the Counties of Arlington, Fairfax, Prince William, Montgomery and Prince George's.
- From time-to-time, the City Manager may recommend that other comparators should be used (e.g., Commonwealth of Virginia, agencies of the Federal government, or private sector employers or industry groups) where information from the primary labor market is considered insufficient to attract and retain specific positions or classes.
- In order to accomplish this objective, the salaries of representative benchmark classes for all occupational groups are compared to the minimum and maximum salaries, with a focus on the mid-point, of the comparator jurisdictions. The benchmark classes were selected primarily from the Local Government Personnel Association (LGPA) Salary Survey document because they represent the common job classifications used by most, if not all, local area jurisdictions, including the comparators. The benchmark matches are also reviewed and validated annually by the participating jurisdictions. More importantly, the benchmarks capture on-going evolutionary changes occurring within these occupations and provide a meaningful basis to make market rate comparisons. The remaining City job classifications that were not selected as a benchmark job, were "linked" to one of the selected benchmark classes. This process allows us to affect both the benchmark class and any classes "linked" to a benchmark class when survey results indicate a pay adjustment is necessary. In determining the appropriate linkages, input was obtained from department and office heads City-wide. The list of benchmark classes and linked classes are reviewed and updated as new classes are established or abolished in order to maintain accurate and timely data.
- In determining Alexandria's market competitiveness, a market ratio was developed. Alexandria's relationship to the market is shown as the market ratio falls below or rises above 100%. Job classes with a market ratio of less than 90% are considered to be below the market. If an adjustment is authorized based upon the survey results, the grade for the benchmark class(es) plus the linked class(es) would be adjusted to minimally place the class(es) within the acceptable threshold (90-110 %).

- In all instances, for benchmark jobs, information for an assessment of pay competitiveness will be ascertained through reliably published compensation survey data.
- Every five years, or more frequently when so determined by the City Manager, the Manager will conduct a market study of benchmark positions to determine the competitive posture of the organization, and propose a plan of action, if needed, to bring any positions or classes into competitive alignment. At any time the City Manager determines that one or more particular classes need to be reviewed more frequently than once every five years, necessary action may be taken to address the market position of such classes.
- Where an average salary for a class(es) falls below or exceeds market averages to the extent that attracting and retaining qualified employees may be jeopardized, the City Manager may take actions necessary to align the class(es) with the competitive market place, for implementation in the next fiscal year, or sooner if financially feasible.

General Salary Adjustments

Annually, the City Manager will recommend a budget for general salary adjustments that is based upon:

- Overall competitive posture of the organization.
- Cost-of-living changes, as determined by the CPI-U-DC (Consumer Price Index-Urban-for the Washington Metropolitan Area, published monthly by the U.S. Department of Labor, Bureau of Labor Statistics).
- Comparator organizations in the primary labor market.
- Financial affordability.

Pay Scales

The City Manager will promulgate pay scales for all employees that will provide information on salary increases within a particular grade that an employee may expect from year-to-year if performing satisfactorily. For public safety classifications, because of the unique nature of a command-based hierarchy with structured ranking of employees and a career expectation upon initial hiring, the Public Safety pay schedule will differ from the General Schedule only in the number of grades necessary to cover the amount of classes that need to be graded.

For all employees, the percentage increases in the salary schedule from year-to-year will not be the same amount every year in a particular grade, but will have some variability to reflect length of service and base salaries. To attract and retain employees in the early years of service, while base salaries are still relatively low, the percentage increase may be higher than for more senior employees, who are performing satisfactorily, and gaining more experience and providing even greater value to the City, but have a higher base salary. However, in all cases, employees will know the number of years necessary to reach maximum pay in a particular grade, performance expectations to advance in-grade, and career development opportunities to advance to another grade.

The specific schedules will be competitive with the averages for the primary labor market, and will be adjusted whenever necessary to maintain market competitiveness.

Salary increases from the pay scale are a function of satisfactory performance — merit. All employees should be made aware that such increases are a recognition of performance that meets and exceeds expectations. Performance standards and supervisory evaluations should stress that merit increases are not automatic.

Career Development Increases

The City Manager will maintain a pay structure to provide career advancement to

recognize the attainment of career levels and developmental milestones that assure that the City's career classes are paid comparably with those in the primary labor market. Such a structure, or "career ladder," enables existing employees in career classes within the City to receive pay increases in addition to merit, and enables the City to target its pay to those employees who grow in skill and capability.

Career ladders have been established in the following class series: Legal Secretary I, II; Code Enforcement Inspector I, II, III; Code Enforcement Engineers I, II, III; Budget/Management Analyst I, II, III; Urban Planner I, II, III; Motor Equipment Operator, Equipment Operator I, II, and Heavy Equipment Operator; TES Inspector I, II; Emergency Rescue Technician I, II; Deputy Fire Marshal I, II, III; Deputy Sheriff I, II, III, IV; Fire Fighter I, II; Police Officer I, II, III, IV; Parking Enforcement Officer I, II, III; Assistant City Attorney I, II, III, IV, V; Assistant Commonwealth Attorney I, II, III, IV, V; and Buyer I, II.

Exceptions

Nothing in this compensation philosophy statement should be construed as a required benefit in the event that the City experiences a decline in revenue or a revenue growth lower than the projected increase in expenses. "Revenue" is currently defined as the two largest components of operating revenue: the real property tax base and the projected total personal property tax base.



To send mail to City Council, other elected city officials and individual City departments, click here.
General City Mail: CityMail@alexandriava.gov
Use the Site Feedback form for technical questions or comments regarding this web site.

you are here: [jocogov](http://jocogov.org) > [hr](#) > [performance](#) > compensation philosophy

Compensation Philosophy

Adopted through the FY 2003 Budget Process Please contact Classification and Compensation Services at 715-1400 with questions regarding this information.

Total compensation includes both direct compensation (i.e., wages) and indirect compensation (i.e., benefits). The purpose of having a compensation philosophy is to document an organizational vision with regard to the factors that will be considered in determining how employees will be compensated (i.e., paid). Determining those factors requires consideration of the following questions:

1. What type of applicants are we seeking?
2. What is our retention policy?
3. How much do we want to invest in employees by orienting and training them to succeed in their jobs?
4. What is our market? (Market is defined as the recruitment zone and/or salary comparison areas used to help guide fair, consistent, and specific market-competitive pay decisions.)
5. What resources will we use to assess the market?
6. How often will we assess the market?
7. Do we want to lead, match, or lag the market with regard to pay?
8. What factors will drive pay adjustments, e.g., merit, market, cost of living? (As you know, our current system provides a merit pool to departments/agencies that is used by supervisors to determine pay rate increases based on employee performance.)
9. How are pay and benefits balanced to provide a comprehensive compensation program?

Compensation Philosophy Introduction

Through progressive, creative, and innovative government leadership, Johnson County Government will provide cost-efficient and high quality services to the citizens of Johnson County. The organization seeks to recruit and retain employees with a commitment to public service and a desire to make a difference in the community.

Scope - The total compensation program applies to all employees of Johnson County Government, with the exception of Elected Officials and the Executives reporting directly to the Board of County Commissioners. The compensation program applies to the Sheriff's Office Civil Service System with some structural differences for administration of merit pay.

Objectives - It is through the dedication and commitment of employees that the County fulfills its mission of providing timely and quality services that enhance the lives of Johnson County residents and taxpayers. To recognize and reward employees' contributions, the County will establish a total compensation program that delivers competitive pay and benefits to our employees. To be effective, the compensation program will be:

1. Aligned with our culture and support the achievement of our strategic goals and objectives;
2. Competitive within comparable labor markets;
3. Internally equitable;
4. Recognize and reward individual, department/agency, and organizational performance excellence;
5. Supportive of our ability to attract and retain qualified and productive employees;
6. Easily understood and administered;
7. Compliant with all legal, regulatory, and statutory aspects affecting compensation and benefits;
- and
8. Administered in accordance with our financial resources

- o. Administered in accordance with our financial resources.

Top

Total Compensation Program Elements

The elements of our total compensation program include:

- o **Job Evaluation** – a system that defines the general scope and complexity of the work required and determines the relative value of positions in an internally equitable fashion.
- o **Base Pay** – annual or hourly pay received for work performed; the rate on which many benefits are calculated (e.g., insurance, retirement, leave payments).
- o **Differential Pay** – compensation, in addition to base pay, for specific business requirements and/or working conditions (e.g., shift work, on-call pay, foreign language skills).
- o **Performance Appraisal** – the process by which performance goals are established, monitored, reviewed and rewarded through base pay increases or non-base pay incentives for individual or collective/team contributions.
- o **Incentive Compensation** – compensation, in addition to base pay, granted for individual, team, department/agency, and/or organizational performance.
- o **Benefits/Perquisites** – organizationally-sponsored and government required health and welfare plans, salary continuation and retirement programs, and development and recognition plans.

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Market Position

The County's compensation philosophy is to be competitive within the relevant comparable labor markets for base salary; recognize outstanding performance and organizational contributions through the use of incentives; establish differential pay practices consistent with the market; and offer benefits that are market competitive.

The following table identifies the comparable labor markets for the County:

Classification/Grade Range	Comparable Geography	Labor Market/Industry
Grades 21 - 28	National	Public Sector
Grades 16 - 20	Midwest Regional	All Industry
Grades 10 - 15	Local	All Industry
Civil Service	Johnson County	Police Departments

Valid and reliable data sources from each of the four comparable labor markets will be used to determine the actual market targets and the County's market competitive position.

Program Administration

- o **Job Evaluation** - All positions are evaluated and assigned to a pay range. New positions are evaluated and assigned a pay range before the position is posted. Significant changes in the responsibilities or accountabilities of a position may require a re-evaluation. All positions are evaluated using the Hay Guide Chart® -Profile Method of Job Evaluation. The County uses policies and procedures to ensure the fair and consistent administration of the job evaluation system.
- o **Base Pay** - The County maintains a pay range base salary structure coordinated with the job evaluation system. The goal of base pay is to provide employees with a market competitive rate, and periodic market adjustments to base pay may be made contingent upon adequate financial resources. The salary structure provides sufficient breadth in each pay range to recruit and retain qualified and productive employees. Pay ranges will be routinely evaluated and updated using external compensation surveys and data. Annually, the County communicates the amount of base

- pay and the assigned pay range to each employee during the performance appraisal process.
- **Differential Pay** - Differential pay practices compensate employees for the inconvenience of working irregular shifts or having limited flexibility during nonscheduled hours to accommodate the organization's business needs; differential pay can also be used to compensate bi-lingual or multi-lingual employees if those skills are required by the job. These rates are reviewed systematically to ensure that they are aligned with the business needs of the County and are market competitive.
 - **Performance Appraisal** - As a part of the annual review process and with new hires, annual performance plans are developed with each employee and his/her supervisor. At the end of the period, actual performance is evaluated against expected performance. Individual base pay may be adjusted according to the level of performance. Civil Service employees in the sheriff's Office receive more than one review each year and the Civil Service Salary Structure includes defined pay steps in which employees receive one step increase annually based upon acceptable performance.
 - **Incentive Compensation** - Incentive pay programs will be developed as part of the system implementation and will be relevant to specific goal attainment, overall excellence, and achievement beyond stated objectives. Individual and team awards will be based upon departmental performance, organizational performance, and available funding.

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Benefits

The County seeks to attract and retain quality employees with its indirect compensation package, recognizing that current and potential employees often consider benefits a primary factor when choosing employment. It is the County's goal to help employees achieve a positive balance between their work and personal lives by providing choices that meet the needs of a diverse workforce and educating employees regarding those choices.

To remain competitive, the County will provide ongoing analysis of the level, nature, and variety of benefits offered to employees, with a long-term focus on monitoring trends, costs, and options. The scope and value of the benefit plans and programs are reviewed regularly. In the future, the County will communicate the value of the benefits to each employee annually.

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This page last updated: December 17, 2004



Human Resources

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 - Classified Staff Re-grade Project Information Session
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 - Inside NAU Announcement - June 30, 2005
 - Classified Staff Salary Increase Estimator

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Compensation Philosophy



Classified Staff and Service Professionals
Northern Arizona University

Philosophy

Northern Arizona University recognizes that competitive compensation is the cornerstone for recruiting, retaining, and motivating the type of employees needed to fulfill the University's educational mission. To this end, the University's compensation philosophy is to pay all categories of employees at competitive levels established by the external labor markets, considering both salary and benefits as a total compensation package.

The compensation programs, therefore, must meet the following objectives:

- Establish pay levels for positions on the basis of their external competitiveness with relevant labor markets and their relative internal value;
- Regularly reward employees on the basis of work performance;
- Administer pay equitably and consistently;
- Establish compensation policy that is consistent with the judicious expenditure of funds entrusted by the University;
- Maximize the effectiveness of compensation funding based on recruiting, retention, and employee motivational outcomes;
- Ensure accountability for compliance with the Arizona Board of Regents Rules and Regulations and statutory requirements.

Methodology

External markets define pay levels and may vary according to where, and with whom, the University competes for qualified employees in particular job categories. In some cases the local labor market is considered and for other positions, regional or national markets must be targeted. Regular assessments of these labor market salaries are prepared to measure the University's competitiveness using benchmark job classifications.

Actual salaries may exceed the average of a particular labor market in order to recognize exceptional recruiting and retention needs in areas where the University is or aspires to be a national or international leader.

Internal job value relationships are also factored into the setting of compensation rates. These considerations may include reporting relationships within departments and to other departments having similar jobs. Although basic salary rates or ranges for similar positions are established on a system wide basis, the individual effectiveness of employees will have a direct relationship to their respective rates of pay, including performance, educational achievement and career competencies.

Salary increases are recognized through a variety of mechanisms that offer

maximum opportunity for employees to enhance their total compensation. Within annual budgetary considerations, allocations for salary increases may include any or all of the following: merit increases, market adjustments, general increases, promotions, equity increases, and special recognition payments.

NAU HR
February 2005

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PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Elizabeth D. Minter, Library Director

FROM: Vernon Napier, Manager of Technical Services *V/N*

SUBJECT: Status report on the Website project with the Friends of Placentia Library

DATE: December 19, 2005

BACKGROUND:

The website project is well underway. We have reached agreement on the overall flavor of the site. "Flavor" covers such things as number of colors, font type and size, the use of headers and footers, terminology, etc. Basically, we are striving for a website that is uncluttered, intuitive, and easy to navigate.

While the skeleton is under construction, members of staff are working on the text that will flesh out the site. Jim Roberts is preparing information about our literacy services. He is also compiling a list of Placentia's civic, educational and community websites to which we will provide links. Wendy is preparing alternatives on how best to promote the Passport and other entrepreneurial services. The Reference staff and Children's Librarian are working on the text for their departments, and we already have in draft form a list of the questions and answers that will go into our FAQ section. Yesenia, Katie and I are working on the circulation, reserves and patron registration portions of the site. The end of this memo contains a list of some of the other public library web sites we have been consulting for development ideas.

The next important step is to receive input from the Library Board of Trustees regarding the "District" section of the site. We need to know what information about themselves they want to be published as part of the website. I would like to show them some sample sites from other public libraries and other independent special districts and to get their suggestions on what would be needed to make our site best serve our community. This session should take 60 to 90 minutes and could be done as a Work Session or incorporated in to the next Library Board meeting.

A week to ten days following that meeting we should be ready to preview the entire site for the Library Board so that we can finalize some of the design concepts and get non-staff feedback on the operation of the "Library" services portion of the site.

We also need to be working with the Placentia Library Foundation and the Friends of Placentia Library at the same time to develop the content of their portions of the site.

RECOMMENDATION:

Action to be determined by the Library Board of Trustees.

Placentia Library District
RFP Website Development
September 2005

Public Library Websites to be Reviewed

1. Iowa City (IA) Public Library (same size as Placentia)
2. Arlington (VA) Public Library
3. Sewickley (PA) Public Library (smaller than Placentia)
4. Phoenix (AZ) Public Library
5. Los Angeles (CA) Public Library
6. Beverly Hills (CA) Public Library
7. Palos Verdes (CA) Library District (similar to Placentia)
8. Glendora (CA) Public Library (smaller than Placentia)
9. Thousand Oaks (CA) Public Library
10. Fullerton (CA) Public Library (neighboring Library)
11. Daly City (CA) Public Library
12. Santa Clara (CA) City Library
13. Santa Monica (CA) Public Library
14. Mission Viejo (CA) Public Library (same size as Placentia, Orange County)
15. Airdrie (Alberta) Public Library
16. Los Gatos (CA) Public Library
17. Multnomah (OR) Public Library
18. West Bloomfield Township (MI) Public Library
19. Clark County (NV) Public Library
20. Orange County (FL) Library System

PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

TO: Library Board of Trustees
FROM: Elizabeth D. Minter, Library Director *EM*
SUBJECT: Election of Board Officers
DATE: December 19, 2005

BACKGROUND:

The following positions need to be elected:

President (Incumbent is Shkoler, 7 years)

Secretary (Incumbent is Wood, 1 year)

RECOMMENDATION:

Elect a Library Board President and a Library Board Secretary for 2006.

