

POLICY TITLE: Job Evaluation System

ADOPTION/LAST REVISION: Adopted 9-12-89

A. Non-management Positions

Each nonexempt position at the Marshfield Public Library is assigned a job title. Positions are grouped within a job grade based on an evaluation by the Job Evaluation Committee.

The Committee utilizes a standard Job Evaluation Plan. The Plan ranks jobs on 9 to 11 factors, i.e.; education, experience, judgment, physical and mental effort, working conditions, hazards and responsibility for welfare of others, work of others, etc. Supervisor participation is encouraged as well as employee input.

The jobs are categorically grouped in one of two families, technical/office jobs and maintenance. Within each group the jobs are ranked based upon total points and then statistically grouped within grades. If a supervisor has a question about which grade a position is classified in he/she should contact the Library Director.

Essential to the evaluation plan is the design of a wage scale which is consistent with the point scheme and is labor market competitive. The scale has a percentage spread of approximately 30% from start rate to maximum rate. Step increases are progressive within grade and consistent with other grades. The dollar difference between grades is uniformly progressive from lower to higher grades. The scale will be reviewed by the Library Board on an annual basis.

If a supervisor has a position which he/she feels should be studied relative to its classification, a request should be made to the Director for a job audit.

A job audit involves having the employee currently in the job complete a detailed Position Description Questionnaire. The questionnaire is then reviewed by the supervisor. The completed questionnaire with the appropriate signatures should be sent to the Director along with an updated copy of the employee's job description. The Job Evaluation Committee will review the information and may require additional information from the supervisor and/or employee. An audit may result in no change in job grade, reclassification to a higher grade, or reclassification to a lower job grade. The Library Board will approve all job reclassification.

A reclassification reflects changed responsibilities and expectations in the job being performed. An audit is not used to study an individual's performance in the job and a reclassification will not occur as a reward or penalty for job performance.

The Job Evaluation Committee consists of two Library Board members (appointed by the Library Board President), the Library Director, one staff member appointed by the Director, and either the City Administrator or his representative.

## B. Management Positions

The same process of job evaluation is used with managerial positions with exceptions listed below.

There is a separate Job Evaluation Plan used for supervisory and managerial jobs and a separate management wage scale is developed consistent with the point scheme. The scale is labor market competitive for professional librarians and has a percentage spread of approximately 22% from start rate to maximum rate. The scale will be reviewed annually by the Library Board.