



Department of County Management  
**MULTNOMAH COUNTY OREGON**  
Human Resources

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To: Patricia French, Library - Technical Services *A. Busby*  
From: Candace Busby, Classification and Compensation Unit (503/3/300)  
Date: June 22, 2011  
Subject: Reclassification Request # 1678 (700237 - Thompson, Timon)

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This request was on hold several times from April 12 until June 10, 2011. We have completed our review of your request and the decision is outlined below.

**Request Information:**

Date Request Received: March 16, 2011	Position Number: 700237
Current Classification: Team Developer/Library	Requested Classification: Library Administrator
Job Class Number: 9789	Job Class Number: 9776
Pay Grade: 127	Pay Grade: 226

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Request is: ☒ Approved as Requested      Effective Date: June 22, 2011

Allocated Classification: Library Administrator	Job Class Number: 9776
Pay Range: \$55,221.00 to \$82,832.00	Pay Grade: 226

This classification decision is subject to all applicable requirements stated in MC Personnel Rule 5-50 including the provision that Central HR may re-evaluate the classification decision up to one year from the date of issue to ensure duties and work are being carried out as originally described. Further, this allocation may require Board of County Commissioners' approval, and so this decision is considered preliminary until such approval is received.

**Position Information:**

☒ Filled & incumbent reclassified - see Employee Information Section      ☒ Management/Classified

**Employee Information:**

Name of Incumbent Employee: Timon Thompson (SAP# 531)  
New Job Class Seniority Date: N/A

Date	Job Class and Number	Grade	Bi weekly Rate	Action
06/21/2011	Team Developer/Library (9789)	127	\$3,421.97	Pre-reclass
06/22/2011	Library Administrator (9776)	226	TBD	Post-reclass

Employees in positions reclassified downward to a classification with a lower salary range will receive no change in pay. If an employee's pay exceeds the maximum of the lower salary range, pay will be frozen at the existing rate until the new salary range is higher than the employee's rate of pay. Compensation will be determined in accordance with applicable bargaining agreement or MC Personnel Rule 2-40. Any compensation or seniority adjustments will be processed in accordance with applicable bargaining agreement or MC Personnel Rule 5-50 and 2-40. The employee's Department Human Resource Unit will originate and process required documentation. Contact your Department HR Unit for additional information.

**Reason for Classification Decision:**

This position is in an outdated classification no longer used by the Library and the duties do not align with the Team Developer/Library classification. Since 2005, when this position was reassigned to Technical Services its working title has been Assistant Collection Services Manager and the incumbent has been responsible for three work units plus collection management for the branch libraries. During the analysis of this reclass request library staff participated in several information sharing meetings regarding this position including conversations with the manager, a desk interview with the incumbent on May 4<sup>th</sup> and additional discussion with HR staff on June 10<sup>th</sup>. The information obtained during these meetings provided a clearer understanding of collection management and the

incumbent's related role. Collection management is recognized by the American Library Association as a program area and includes weeding and withdrawal, transferring to storage, space allocation, preservation, binding and repair, and protection from theft and damage of library materials. The incumbent utilizes an understanding of and close relationship with other library operations and services to develop, oversee and manage the library's collection management activities. He works with the Director of Collection Services (Library Manager Senior) and branch managers to develop and implement a strategic/comprehensive collection management plan. Mr. Thompson analyzes the use patterns of materials, monitors collection use statistics, and works with branch managers to set branch collection goals and ensure the collection is meeting current needs. He oversees scheduled branch weeding, provides expert assistance on collection related reporting to support collection maintenance projects throughout the system, and develops and delivers collection management training to branch managers and staff. Additionally, Mr. Thompson manages Acquisitions Support which is responsible for ordering library materials in English and target languages, and the Selections and Materials Processing section where paraprofessional staff catalogue newly acquired library materials and prepare them for public use. Library Administrators typically plan, organize, direct and supervise library programs, operations and services for the Central Library or a neighborhood library branch. Several key Library Administrator functions consistent with Mr. Thompson's responsibilities are: collaboration with senior library managers and central library staff to develop integrated program services; participation in strategic planning and continuous improvement efforts; recommend and assist in the implementation of program goals and objectives; evaluate, refine and improve operations tasks and processes; monitor, evaluate, develop and maintain collections; and manage projects that enhance the library's goals and service responses. Qualifications for Library Administrator are equivalent to a Bachelor's degree with a Master's in Library and Information Science (MLS/MLIS) preferred; and three years of increasingly responsible library experience in areas such as collection development and management is required. A minimum of one year of lead or supervisory experience is also required. The incumbent has a Bachelor's degree and over twenty years of experience in the areas of managing library public service staff, circulation management, technical services, and collection maintenance. The incumbent's demonstrated knowledge of the principles and practices of library science, and his responsibility to develop, oversee and manage collection management activities for all neighborhood library branches is consistent with the intent of the Library Administrator (9776) classification.

The Team Developer/Library (9789) classification will be abolished coincident with the implementation of this reclassification decision.

If you have any questions, please feel free to contact me at 503-988-5015 ext. 24422.

copy: Shelly Kent, HR Manager  
Vicki Cornwell, HR Maintainer  
Class Comp File Copy