LIBRARY DEPARTMENT
BOARD REPORT

June 26, 2025

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian

SUBJECT: **FISCAL YEAR 2025-2026 PERSONNEL RESOLUTION**

RECOMMENDATION:

RESOLVED, that the Board of Library Commissioners adopt the attached Personnel Resolution for the fiscal year 2025-2026.

FINDINGS:

1. In accordance with the City Charter Section 511(a), the Library Department is required at the beginning of each fiscal year to prepare for the Board of Library Commissioners' approval, a Personnel Resolution establishing for that fiscal year the Personnel Authority for the Department. This resolution is necessary to enable the Department to have administrative authority to hire all required staff for the aforementioned year.

2. Positions listed in the attached Personnel Resolution represent the maximum position authority for the Library Department for fiscal year 2025-2026. The list does not identify either current vacancies or filled positions for the Department at this time.

3. The FY 2025-2026 adopted Budget includes position authority and funding for 4 new positions: 1 Systems Administrator II, 1 Programmer Analyst II, 1 Accounting Clerk, 1 Administrative Clerk. These positions are vital to the Department as we continue to support our initiatives and enhance and expand Library services to the public. The 4 new positions are incorporated in Schedule "A" of the Personnel Resolution.

4. As-needed positions and substitute positions also have been listed separately. The positions will be used in such a manner as required.

5. Any other required changes to this resolution not previously mentioned will be submitted to the Board as necessary in accordance with established policy for its approval.

Prepared by: Michael Bolokowicz, Personnel Director
Reviewed by: Susan Broman, Assistant City Librarian

<div align="center">**PERSONNEL RESOLUTION**</div>

A RESOLUTION FIXING PERSONNEL IN THE LIBRARY DEPARTMENT OF THE CITY OF LOS ANGELES FOR THE FISCAL YEAR 2025-2026.

WHEREAS, this Board has considered the various classification of employees and the number of positions in each classification approved by the City Council as part of the Library Department's Budget for the fiscal year 2025-2026; and

WHEREAS, in accordance with the City Charter, Section 511(a), it is the desire of the Board to adopt a resolution authorizing personnel for fiscal year 2025-2026 to include both positions approved by the City Council and those authorized by the Board of Library Commissioners.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Effective July 1, 2025, the following classes of positions are hereby authorized in the Library Department, and the number of positions, and code numbers and titles as set forth in the attached schedule "A" are hereby fixed for such classes of positions and shall be known as the 2025-2026 Library Personnel Resolution.

2. Memoranda of Understanding approved by the Board of Library Commissioners, and the City Council where appropriate shall be considered to be incorporated into this resolution. The provisions of each of the Memoranda of Understanding shall take precedence over any conflicting provisions contained in this resolution, but only for those employees in classes and/or positions within the employee representation unit to which the various Memoranda of Understanding apply.

3. It is the intent of the Board that all City Council actions relating to salaries and benefits and affecting classes in the Library Department will become effective on the same basis and date as those approved by the City Council for council-controlled employees.

LIBRARY PERSONNEL
2025/2026 BUDGET

SCHEDULE "A"

No.	Code	Title
1	1111	Messenger Clerk (Full Time)
330	1111	Messenger Clerk (Half Time)
4	1116	Secretary
1	1117-2	Executive Administrative Assistant II
1	1117-3	Executive Administrative Assistant III
1	1119-1	Accounting Records Supervisor I
9	1121-2	Delivery Driver II
2	1121-3	Delivery Driver III
1	1129	Personnel Records Supervisor
1	1170	Payroll Supervisor
55	1172-1	Library Assistant I
18	1172-2	Library Assistant II
1	1201	Principal Clerk
9	1223	Accounting Clerk
335	1358	Administrative Clerk (Full Time)
35	1358	Administrative Clerk (Half Time)
5	1368	Senior Administrative Clerk
1	1431-2	Programmer/Analyst II / Software Developer II
1	1431-3	Programmer/Analyst III / Software Developer III
1	1431-4	Programmer/Analyst IV / Software Developer IV
4	1455-1	Systems Programmer I / Systems Administrator I
2	1455-2	Systems Programmer II / Systems Administrator II
3	1455-3	Systems Programmer III / Systems Administrator III
2	1513	Accountant
2	1523-2	Senior Accountant II
1	1525-2	Principal Accountant II
1	1538	Senior Project Coordinator
1	1593-3	Departmental Chief Accountant III
16	1596	Systems Analyst
3	1597-1	Senior Systems Analyst I
3	1597-2	Senior Systems Analyst II
2	1670-2	Graphic Designer II
2	1670-3	Graphic Designer III
1	1714-3	Personnel Director III
3	1731	Personnel Analyst
1	1779-1	Data Analyst I
6	1785-2	Public Relations Specialist II
2	1786	Principal Public Relations Representative
1	1793-2	Photographer II
1	1800-1	Public Information Director I
1	1800-2	Public Information Director II

No.	Code	Title
1	1832-1	Warehouse and Toolroom Worker I
1	1832-2	Warehouse and Toolroom Worker II
1	1837	Senior Storekeeper
7	2385-2	Social Worker II
1	2385-3	Social Worker III
14	2501-2	Community Program Assistant II
2	2501-3	Community Program Assistant III
2	3112	Maintenance Laborer
2	3141	Gardener Caretaker
1	3143	Senior Gardener
1	3168	Senior Event Attendant
2	3172	Event Attendant (Full Time)
8	3172	Event Attendant (Half Time)
265	6152-2	Librarian II (Full Time)
35	6152-2	Librarian II (Half Time)
50	6152-3	Librarian III
100	6153	Senior Librarian
14	6155-1	Principal Librarian I
4	6155-2	Principal Librarian II
4	6157	Division Librarian
1	7935-1	Graphics Supervisor I
18	9053	Community Services Representative
2	9167-1	Senior Personnel Analyst I
1	9167-2	Senior Personnel Analyst II
1	9171-1	Senior Management Analyst I
4	9171-2	Senior Management Analyst II
2	9182	Chief Management Analyst
15	9184	Management Analyst
1	9232	Asst City Librarian
1	9232	Asst City Librarian / Assistant General Manager
1	9235	City Librarian
1	9375	Director of Systems
1	9734-2	Commission Executive Assistant II

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BOARD OF LIBRARY COMMISSIONERS POSITION AUTHORITY

No.	Code	Title
5	0101-1	Commissioner

5		Total Positions
=====		
1439		Total Library Positions
=====		

SUBSTITUTE POSITIONS

Substitute Positions--To be employed in such numbers as required.

Code	Title
1101	Office Trainee
1101-D	Office Trainee Delivery Driver
1111	Messenger Clerk
1116	Secretary
1117-1	Executive Administrative Assistant I
1117-2	Executive Administrative Assistant II
1117-3	Executive Administrative Assistant III
1119-1	Accounting Records Supervisor I
1119-2	Accounting Records Supervisor II
1121-1	Delivery Driver I
1121-2	Delivery Driver II
1121-3	Delivery Driver III
1124	Delivery Driver Assistant
1129	Personnel Records Supervisor
1140-1	Library Clerical Assistant I
1170	Payroll Supervisor
1172-1	Library Assistant I
1172-2	Library Assistant II
1191	Archivist
1201	Principal Clerk
1214	Supply Services Payment Clerk
1223	Accounting Clerk
1225	Accounting Clerk Assistant
1227	Accounting Clerk Trainee
1253	Chief Clerk
1358	Administrative Clerk
1360	Office Services Assistant
1368	Senior Administrative Clerk
1409-1	Information Systems Manager I
1409-2	Information Systems Manager II
1429	Applications Programmer / IT Specialist
1431-2	Programmer/Analyst II / Software Developer II
1431-3	Programmer/Analyst III / Software Developer III
1431-4	Programmer/Analyst IV / Software Developer IV
1431-5	Programmer/Analyst V / Software Developer V
1455-1	Systems Programmer I / Systems Administrator I
1455-2	Systems Programmer II / Systems Administrator II
1455-3	Systems Programmer III / Systems Administrator III
1508	Management Aide
1513	Accountant
1523-1	Senior Accountant I

SUBSTITUTE POSITIONS (Continued)

<u>Substitute Positions</u>--To be employed in such numbers as required.

Code	Title
1523-2	Senior Accountant II
1525-1	Principal Accountant I
1525-2	Principal Accountant II
1538	Senior Project Coordinator
1539	Management Assistant
1555-2	Fiscal Systems Specialist II
1593-1	Departmental Chief Accountant I
1593-2	Departmental Chief Accountant II
1593-3	Departmental Chief Accountant III
1593-4	Departmental Chief Accountant IV
1596	Systems Analyst
1597-1	Senior Systems Analyst I
1597-2	Senior Systems Analyst II
1599	Systems Aide
1670-2	Graphic Designer II
1670-3	Graphic Designer III
1714-1	Personnel Director I
1714-2	Personnel Director II
1714-3	Personnel Director III
1731	Personnel Analyst
1742	Human Resources Assistant
1779-1	Data Analyst I
1779-2	Data Analyst II
1785-2	Public Relations Specialist II
1786	Principal Public Relations Representative
1793-2	Photographer II
1800-1	Public Information Director I
1800-2	Public Information Director II
1806	Development & Marketing Director
1831	Warehouse & Toolroom Assistant
1832-1	Warehouse & Toolroom Worker I
1832-2	Warehouse & Toolroom Worker II
1835-2	Storekeeper II
1837	Senior Storekeeper
1852	Procurement Supervisor
1859-1	Procurement Analyst I
1859-2	Procurement Analyst II
1868	Procurement Aide
2385-1	Social Worker I
2385-2	Social Worker II
2385-3	Social Worker III

SUBSTITUTE POSITIONS (Continued)

Substitute Positions--To be employed in such numbers as required.

Code	Title
2495	Volunteer Coordinator
2501-2	Community Program Assistant II
2501-3	Community Program Assistant III
3108	Maintenance Assistant
3112	Maintenance Laborer
3113-F	Vocational Worker Warehouse & Toolroom Worker
3113-G	Vocational Worker Gardener Caretaker
3113-M	Vocational Worker Maintenance Laborer
3141	Gardener Caretaker
3142	Assistant Gardener
3143	Senior Gardener
3168	Senior Event Attendant
3172	Event Attendant
6152-1	Librarian I
6152-2	Librarian II
6152-3	Librarian III
6153	Senior Librarian
6155-1	Principal Librarian I
6155-2	Principal Librarian II
6157	Division Librarian
7935-1	Graphics Supervisor I
7935-1	Graphics Supervisor II
9053	Community Services Representative
9054	Community Services Assistant
9055	Community Services Trainee
9167-1	Senior Personnel Analyst I
9167-2	Senior Personnel Analyst II
9171-1	Senior Management Analyst I
9171-2	Senior Management Analyst II
9182	Chief Management Analyst
9184	Management Analyst
9232	Assistant City Librarian
9375	Director of Systems
9734-1	Commission Executive Assistant I
9734-2	Commission Executive Assistant II

AS-NEEDED POSITIONS

As-Needed Positions - To be employed in such numbers as required.

Code	Title
0840-1	Student Librarian I
0840-2	Student Librarian II
0840-3	Student Librarian III
1101	Office Trainee
1101-D	Office Trainee Delivery Driver
1111	Messenger Clerk
1116	Secretary
1117-1	Executive Administrative Assistant I
1117-2	Executive Administrative Assistant II
1117-3	Executive Administrative Assistant III
1119-1	Accounting Records Supervisor I
1119-2	Accounting Records Supervisor II
1121-1	Delivery Driver I
1121-2	Delivery Driver II
1121-3	Delivery Driver III
1124	Delivery Driver Assistant
1129	Personnel Records Supervisor
1140-1	Library Clerical Assistant I
1170	Payroll Supervisor
1172-1	Library Assistant I
1172-2	Library Assistant II
1191	Archivist
1201	Principal Clerk
1214	Supply Services Payment Clerk
1223	Accounting Clerk
1225	Accounting Clerk Assistant
1227	Accounting Clerk Trainee
1358	Administrative Clerk
1360	Office Services Assistant
1368	Senior Administrative Clerk
1409-1	Information Systems Manager I
1409-2	Information Systems Manager II
1429	Applications Programmer / IT Specialist
1431-2	Programmer/Analyst II / Software Developer II
1431-3	Programmer/Analyst III / Software Developer III
1431-4	Programmer/Analyst IV / Software Developer IV
1431-5	Programmer/Analyst V / Software Developer V
1455-1	Systems Programmer I / Systems Administrator I
1455-2	Systems Programmer II / Systems Administrator II
1455-3	Systems Programmer III / Systems Administrator III
1502	Student Professional Worker
1508	Management Aide
1513	Accountant

AS-NEEDED POSITIONS (Continued)

<u>As-Needed Positions</u> -To be employed in such numbers as required.

<u>Code</u>	<u>Title</u>
1523-1	Senior Accountant I
1523-2	Senior Accountant II
1525-1	Principal Accountant I
1525-2	Principal Accountant II
1535-1	Administrative Intern I
1535-2	Administrative Intern II
1538	Senior Project Coordinator
1539	Management Assistant
1555-2	Fiscal Systems Specialist II
1593-1	Departmental Chief Accountant I
1593-2	Departmental Chief Accountant II
1593-3	Departmental Chief Accountant III
1593-4	Departmental Chief Accountant IV
1596	Systems Analyst
1597-1	Senior Systems Analyst I
1597-2	Senior Systems Analyst II
1599	Systems Aide
1670-2	Graphic Designer II
1670-3	Graphic Designer III
1714-1	Personnel Director I
1714-2	Personnel Director II
1714-3	Personnel Director III
1731	Personnel Analyst
1742	Human Resources Assistant
1779-1	Data Analyst I
1779-2	Data Analyst II
1785-2	Public Relations Specialist II
1786	Principal Public Relations Representative
1793-2	Photographer II
1800-1	Public Information Director I
1800-2	Public Information Director II
1806	Development and Marketing Director
1831	Warehouse and Toolroom Assistant
1832-1	Warehouse and Toolroom Worker I
1832-2	Warehouse and Toolroom Worker II
1835-2	Storekeeper II
1837	Senior Storekeeper
1852	Procurement Supervisor
1859-1	Procurement Analyst I
1859-2	Procurement Analyst II
1868	Procurement Aide
2385-1	Social Worker I
2385-2	Social Worker II

AS-NEEDED POSITIONS (Continued)

<u>As-Needed Positions</u> -To be employed in such numbers as required.

<u>Code</u>	<u>Title</u>
2385-3	Social Worker III
2495	Volunteer Coordinator
2501-2	Community Program Assistant II
2501-3	Community Program Assistant III
3108	Maintenance Assistant
3112	Maintenance Laborer
3113-F	Vocational Worker Warehouse and Toolroom Worker
3113-G	Vocational Worker Gardener Caretaker
3113-M	Vocational Worker Maintenance Laborer
3141	Gardener Caretaker
3142	Assistant Gardener
3143	Senior Gardener
3168	Senior Event Attendant
3172	Event Attendant
3583	Truck Operator
6152-1	Librarian I
6152-2	Librarian II
6152-3	Librarian III
6153	Senior Librarian
6155-1	Principal Librarian I
6155-2	Principal Librarian II
6157	Division Librarian
7935-1	Graphics Supervisor I
7935-2	Graphics Supervisor II
9053	Community Services Representative
9054	Community Services Assistant
9055	Community Services Trainee
9167-1	Senior Personnel Analyst I
9167-2	Senior Personnel Analyst II
9171-1	Senior Management Analyst I
9171-2	Senior Management Analyst II
9182	Chief Management Analyst
9184	Management Analyst
9375	Director of Systems
9734-1	Commission Executive Assistant I
9734-2	Commission Executive Assistant II

NOTES

When a vacancy exists in any class of position, upon approval of the City Librarian, a greater number of persons than specified in this resolution may be employed in lieu thereof in another class of position having the same salary schedule or range, or lower, than that for the vacant position; provided further, that at no time shall the total number of persons employed in all classes exceed the total number of persons authorized in this resolution.

ADVANCE OVERTIME AUTHORITY

Paid overtime is authorized for the following classes of positions not to exceed the quantity and the hours per week per position indicated:

Class Code	Class Title	Quantity	Hours Per Week Per Position
1116	Secretary	2	8
1117-2	Exec Admin Assistant II	1	8
1117-3	Exec Admin Assistant III	1	8
1119-1	Acct Records Supervisor I	1	8
1121-2	Delivery Driver II	4	8
1121-3	Delivery Driver III	1	8
1129	Personnel Records Supervisor	1	8
1170	Payroll Supervisor	2	8
1172-1	Library Assistant I	5	8
1172-2	Library Assistant II	3	8
1201	Principal Clerk	1	8
1223	Accounting Clerk	7	8
1358	Administrative Clerk	30	8
1368	Senior Administrative Clerk	1	8
1513	Accountant	1	8
1523-2	Senior Accountant II	1	8
1525-2	Principal Accountant II	1	8
1539	Management Assistant	2	8
1596	System Analyst	17	8
1731	Personnel Analyst	2	8
1785-2	Public Relations Specialist II	2	8
1786	Principal Public Relations Rep	1	8
1832-2	Warehouse and Toolroom Worker II	1	8
1835-2	Storekeeper II	1	8
1837	Senior Storekeeper	1	8
3168	Senior Event Attendant	1	8
3172	Event Attendant	5	8
6152-2	Librarian II	20	8
6152-3	Librarian III	5	8
6153	Senior Librarian	20	8
9167-1	Senior Personnel Analyst I	1	8
9171-1	Senior Management Analyst I	2	8
9184	Management Analyst	4	8
6155-1	Principal Librarian I	3	8

Overtime may be worked in excess of the above quantities and hours in response to emergencies, upon approval of the City Librarian and availability of funds.