



SCLC Executive Committee
Special Meeting
July 13, 2020

9am

Zoom Meeting URL:

<https://us02web.zoom.us/j/85833887835?pwd=QkNBMGpPcEI5UldBL0tkUjphbnByQT09>

Agenda

All items may be considered for action.

1. Call to Order and Roll Call
2. Public Forum
Opportunity for any guest or member of the public to address the committee on any item of Executive Committee business.
3. Adoption of Agenda
4. Revision of Salary Schedules – FY15/16 – FY19/20
5. Adjourn



ACTION ITEMS

Meeting: _____ SCLC Executive Committee Meeting _____

Date: _____ July 13, 2020 _____

Library: _____

Name: _____

Signature: _____

Date: _____

Agenda Item: _____

___ Aye ___ Motion

___ Nay ___ Second

___ Abstain

Agenda Item: _____

___ Aye ___ Motion

___ Nay ___ Second

___ Abstain

Agenda Item: _____

___ Aye ___ Motion

___ Nay ___ Second

___ Abstain

Agenda Item: _____

___ Aye ___ Motion

___ Nay ___ Second

___ Abstain

Agenda Item: _____

___ Aye ___ Motion

___ Nay ___ Second

___ Abstain

Agenda Item: _____

___ Aye ___ Motion

___ Nay ___ Second

___ Abstain

Agenda Item: _____

___ Aye ___ Motion

___ Nay ___ Second

___ Abstain

Agenda Item: _____

___ Aye ___ Motion

___ Nay ___ Second

___ Abstain



ACTION

DATE: July 13, 2020
TO: SCLC Executive Committee
FROM: Carol Dinuzzo, Controller
SUBJECT: Salary Schedule Update

BACKGROUND: SCLC has historically provided a salary schedule with a base pay for the Executive Director and not placing step increases or a maximum pay rate. This allowed for salary commensurate with experience. It has been discovered by the retirement of Diane Satchwell that SCLC must have salary schedules dating back five years on record that includes the minimum and maximum salary of the Executive Director.

Pursuant to California Code of Regulations section 570.5, the requirements for a publicly available pay schedule are as follows:

570.5. Requirement for a Publicly Available Pay Schedule

(a) For purposes of determining the amount of “compensation earnable” pursuant to Government Code Sections 20630, 20636, and 20636.1, payrate shall be limited to the amount listed on a pay schedule that meets all of the following requirements:

- (1) Has been duly approved and adopted by the employer’s governing body in accordance with requirements of applicable public meetings laws;
- (2) Identifies the position title for every employee position;
- (3) Shows the payrate for each identified position, which may be stated as a single amount or as multiple amounts within a range;**
- (4) Indicates the time base, including, but not limited to, whether the time base is hourly, daily, bi-weekly, monthly, bi-monthly, or annually;
- (5) Is posted at the office of the employer or immediately accessible and available for public review from the employer during normal business hours or posted on the employer’s internet website;
- (6) Indicates an effective date and date of any revisions;**
- (7) Is retained by the employer and available for public inspection for not less than five years; and Final settlement pay is excluded from payroll reporting to PERS, in either payrate or compensation earnable.

The impact is Diane Satchwell has been placed on Inactive status, rather than retired. She will not be paid until the attached salary schedules are approved and submitted. It also results in no medical coverage until this is resolved.

FISCAL IMPACT: None

RECOMMENDATION: It is recommended that the attached salary schedules dating back to FY15/16 are retroactively approved.

Attachment

Southern California Library Cooperative												
FY15/16 Pay Rates & Step Increases by Job Classification												
Full Time Positions												EX Item 04a
Classification		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
1) Executive Director	Per Hour	\$ 65.50										72.12
	Annual	\$ 136,240.00										150,000.00
2) Finance Manager	Per Hour	40.27	41.28	42.32	43.38	44.46	45.57	46.71	47.88	49.08	50.31	51.56
	Annual	\$ 83,765	\$ 85,854	\$ 88,028	\$ 90,224	\$ 92,484	\$ 94,788	\$ 97,156	\$ 99,589	\$ 102,086	\$ 104,648	\$ 107,252
3) Reference Librarian NO CURRENT EMPLOYEES	Per Hour	26.54	27.20	27.88	28.59	29.29	30.03	30.78	31.55	32.33	33.14	33.97
	Annual	\$ 55,198	\$ 56,576	\$ 57,996	\$ 59,460	\$ 60,924	\$ 62,453	\$ 64,024	\$ 65,617	\$ 67,253	\$ 68,933	\$ 70,655
4) Development Officer, Administrative Officer & Project Manager	Per Hour	29.88	30.65	31.43	32.23	33.06	33.91	34.78	35.67	36.57	37.48	38.41
	Annual	\$ 62,151	\$ 63,744	\$ 65,381	\$ 67,038	\$ 68,760	\$ 70,526	\$ 72,334	\$ 74,185	\$ 76,058	\$ 77,953	\$ 79,890
5) Admin Asst, Ref Admin Asst NO CURRENT EMPLOYEES	Per Hour	21.87	22.42	22.98	23.56	24.15	24.75	25.37	25.99	26.65	27.31	28.00
	Annual	\$ 45,489	\$ 46,630	\$ 47,792	\$ 48,998	\$ 50,225	\$ 51,473	\$ 52,765	\$ 54,057	\$ 55,435	\$ 56,812	\$ 58,233
6) Accounting/Technical Assistant NO CURRENT EMPLOYEES	Per Hour	18.66	19.13	19.60	20.10	20.60	21.12	21.65	22.19	22.75	23.32	23.90
	Annual	\$ 38,815	\$ 39,784	\$ 40,774	\$ 41,807	\$ 42,841	\$ 43,939	\$ 45,037	\$ 46,156	\$ 47,319	\$ 48,503	\$ 49,708
7) Delivery Driver NO CURRENT EMPLOYEES	Per Hour	15.15	15.54	15.93	16.32	16.74	17.15	17.58	18.03	18.49	18.94	19.42
	Annual	\$ 31,517	\$ 32,314	\$ 33,132	\$ 33,950	\$ 34,811	\$ 35,672	\$ 36,576	\$ 37,502	\$ 38,449	\$ 39,396	\$ 40,387
COLA or CPI increase (if approved):												
* Executive Director is authorized to award an employee up to a 2 step increase in any given year.												
Merit increases beyond two steps in a given year must be approved by the Executive Committee and Administrative Council.												
* Each salary amount upgraded annually with council approved cost of living percentage.												

Southern California Library Cooperative												
FY16/17 Pay Rates & Step Increases by Job Classification												
												EX Item 04b
Full Time Positions												
Classification		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
1) Executive Director	Per Hour	\$ 72.12										74.28
	Annual	\$ 150,000.00										154,502.40
2) Finance Manager	Per Hour	40.27	41.28	42.32	43.38	44.46	45.57	46.71	47.88	49.08	50.31	51.56
	Annual	\$ 83,765	\$ 85,854	\$ 88,028	\$ 90,224	\$ 92,484	\$ 94,788	\$ 97,156	\$ 99,589	\$ 102,086	\$ 104,648	\$ 107,252
3) Reference Librarian NO CURRENT EMPLOYEES	Per Hour	26.54	27.20	27.88	28.59	29.29	30.03	30.78	31.55	32.33	33.14	33.97
	Annual	\$ 55,198	\$ 56,576	\$ 57,996	\$ 59,460	\$ 60,924	\$ 62,453	\$ 64,024	\$ 65,617	\$ 67,253	\$ 68,933	\$ 70,655
4) Development Officer, Administrative Officer & Project Manager	Per Hour	29.88	30.65	31.43	32.23	33.06	33.91	34.78	35.67	36.57	37.48	38.41
	Annual	\$ 62,151	\$ 63,744	\$ 65,381	\$ 67,038	\$ 68,760	\$ 70,526	\$ 72,334	\$ 74,185	\$ 76,058	\$ 77,953	\$ 79,890
5) Admin Asst, Ref Admin Asst NO CURRENT EMPLOYEES	Per Hour	21.87	22.42	22.98	23.56	24.15	24.75	25.37	25.99	26.65	27.31	28.00
	Annual	\$ 45,489	\$ 46,630	\$ 47,792	\$ 48,998	\$ 50,225	\$ 51,473	\$ 52,765	\$ 54,057	\$ 55,435	\$ 56,812	\$ 58,233
6) Accounting/Technical Assistant NO CURRENT EMPLOYEES	Per Hour	18.66	19.13	19.60	20.10	20.60	21.12	21.65	22.19	22.75	23.32	23.90
	Annual	\$ 38,815	\$ 39,784	\$ 40,774	\$ 41,807	\$ 42,841	\$ 43,939	\$ 45,037	\$ 46,156	\$ 47,319	\$ 48,503	\$ 49,708
7) Delivery Driver NO CURRENT EMPLOYEES	Per Hour	15.15	15.54	15.93	16.32	16.74	17.15	17.58	18.03	18.49	18.94	19.42
	Annual	\$ 31,517	\$ 32,314	\$ 33,132	\$ 33,950	\$ 34,811	\$ 35,672	\$ 36,576	\$ 37,502	\$ 38,449	\$ 39,396	\$ 40,387
COLA or CPI increase (if approved):												
* Executive Director is authorized to award an employee up to a 2 step increase in any given year.												
Merit increases beyond two steps in a given year must be approved by the Executive Committee and Administrative Council.												
* Each salary amount upgraded annually with council approved cost of living percentage.												

SOUTHERN CALIFORNIA LIBRARY COOPERATIVE



FY17/18 Full Time Job Classification and Salary Schedule

JOB CLASSIFICATIONS		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
1) Executive Director	Per Hour	\$ 62.50				\$ 76.51
	Annual	\$ 130,000.00				\$ 159,140.80
2) Deputy Executive Director	Per Hour	\$ 50.00	\$ 52.50	\$ 55.13	\$ 57.88	\$ 60.78
	Annual	\$ 104,000.00	\$ 109,200.00	\$ 114,670.40	\$ 120,390.40	\$ 126,412.65
3) Controller	Per Hour	\$ 50.00	\$ 52.50	\$ 55.13	\$ 57.88	\$ 60.78
	Annual	\$ 104,000.00	\$ 109,200.00	\$ 114,670.40	\$ 120,390.40	\$ 126,412.65
4) Project Manager	Per Hour	\$ 40.00	\$ 42.00	\$ 44.10	\$ 46.31	\$ 48.62
	Annual	\$ 83,200.00	\$ 87,360.00	\$ 91,728.00	\$ 96,324.80	\$ 101,129.60
5) Project Assistant	Per Hour	\$ 25.00	\$ 26.25	\$ 27.56	\$ 28.94	\$ 30.39
	Annual	\$ 52,000.00	\$ 54,600.00	\$ 57,324.80	\$ 60,195.20	\$ 63,211.20
6) Administrative Assistant II	Per Hour	\$ 33.18	\$ 34.84	\$ 36.58	\$ 38.41	\$ 40.33
	Annual	\$ 69,014.40	\$ 72,467.20	\$ 76,086.40	\$ 79,892.80	\$ 83,886.40
7) Administrative Assistant I	Per Hour	\$ 15.00	\$ 15.75	\$ 16.54	\$ 17.36	\$ 18.23
	Annual	\$ 31,200.00	\$ 32,760.00	\$ 34,403.20	\$ 36,108.80	\$ 37,918.40
COLA or CPI increase (if approved):						
* Executive Director is authorized to award an employee up to a 2 step increase in any given year.						
Merit increases beyond two steps in a given year must be approved by the Executive Committee and Administrative Council.						
* Each salary amount upgraded annually with council approved cost of living percentage.						

SOUTHERN CALIFORNIA LIBRARY COOPERATIVE



FY18/19 Full Time Job Classification and Salary Schedule

	JOB CLASSIFICATIONS		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
1)	Executive Director	Per Hour	\$ 62.50				78.81
		Annual	\$ 130,000.00				\$ 163,914.92
2)	Deputy Executive Director	Per Hour	\$ 50.00	\$ 52.50	\$ 55.13	\$ 57.88	\$ 60.78
		Annual	\$ 104,000.00	\$ 109,200.00	\$ 114,670.40	\$ 120,390.40	\$ 126,412.65
3)	Controller	Per Hour	\$ 50.00	\$ 52.50	\$ 55.13	\$ 57.88	\$ 60.78
		Annual	\$ 104,000.00	\$ 109,200.00	\$ 114,670.40	\$ 120,390.40	\$ 126,412.65
4)	Project Manager	Per Hour	\$ 40.00	\$ 42.00	\$ 44.10	\$ 46.31	\$ 48.62
		Annual	\$ 83,200.00	\$ 87,360.00	\$ 91,728.00	\$ 96,324.80	\$ 101,129.60
5)	Project Assistant	Per Hour	\$ 25.00	\$ 26.25	\$ 27.56	\$ 28.94	\$ 30.39
		Annual	\$ 52,000.00	\$ 54,600.00	\$ 57,324.80	\$ 60,195.20	\$ 63,211.20
6)	Administrative Assistant II	Per Hour	\$ 33.18	\$ 34.84	\$ 36.58	\$ 38.41	\$ 40.33
		Annual	\$ 69,014.40	\$ 72,467.20	\$ 76,086.40	\$ 79,892.80	\$ 83,886.40
7)	Administrative Assistant I	Per Hour	\$ 15.00	\$ 15.75	\$ 16.54	\$ 17.36	\$ 18.23
		Annual	\$ 31,200.00	\$ 32,760.00	\$ 34,403.20	\$ 36,108.80	\$ 37,918.40
	COLA or CPI increase (if approved):						
	* Executive Director is authorized to award an employee up to a 2 step increase in any given year.						
	Merit increases beyond two steps in a given year must be approved by the Executive Committee and Administrative Council.						
	* Each salary amount upgraded annually with council approved cost of living percentage.						

SOUTHERN CALIFORNIA LIBRARY COOPERATIVE



FY19/20 Full Time Job Classification and Salary Schedule

Proposed

JOB CLASSIFICATIONS			STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
1) Executive Director	Per Hour		\$ 62.50				\$ 84.13
	Annual		\$ 130,000.00				\$ 175,000.00
2) Deputy Executive Director	Per Hour		\$ 50.00	\$ 52.50	\$ 55.13	\$ 57.88	\$ 60.78
	Annual		\$ 104,000.00	\$ 109,200.00	\$ 114,670.40	\$ 120,390.40	\$ 126,422.40
3) Controller	Per Hour		\$ 50.00	\$ 52.50	\$ 55.13	\$ 57.88	\$ 60.78
	Annual		\$ 104,000.00	\$ 109,200.00	\$ 114,670.40	\$ 120,390.40	\$ 126,422.40
4) Project Manager	Per Hour		\$ 40.00	\$ 42.00	\$ 44.10	\$ 46.31	\$ 48.62
	Annual		\$ 83,200.00	\$ 87,360.00	\$ 91,728.00	\$ 96,324.80	\$ 101,129.60
5) Project Assistant	Per Hour		\$ 25.00	\$ 26.25	\$ 27.56	\$ 28.94	\$ 30.39
	Annual		\$ 52,000.00	\$ 54,600.00	\$ 57,324.80	\$ 60,195.20	\$ 63,211.20
6) Administrative Assistant	Per Hour		\$ 33.18	\$ 34.84	\$ 36.58	\$ 38.41	\$ 40.33
	Annual		\$ 69,014.40	\$ 72,467.20	\$ 76,086.40	\$ 79,892.80	\$ 83,886.40
*COLA or CPI increase (if approved):							
* Executive Director is authorized to award an employee up to a 2 step increase in any given year.							
Merit increases beyond two steps in a given year must be approved by the Executive Committee and Administrative Council.							
* Each salary amount upgraded annually with council approved cost of living percentage.							