



CONSENT CALENDAR  
July 26, 2022

To: Honorable Mayor and Members of the City Council  
 From: Dee Williams-Ridley, City Manager  
 Submitted by: Tess Mayer, Director of Library Services  
 Subject: Revision of the Tool Lending Specialist Classification to Reflect an Accurate Scope of Duties with a Four Percent (4%) Salary Increase

RECOMMENDATION

Adopt a Resolution approving the revision of the Tool Lending Specialist job specification to accurately reflect the scope of duties and to increase the current salary schedule by four percent (4%) effective March 16, 2021 or the employee's start date, if more recent.

FISCAL IMPACTS OF RECOMMENDATION

The Library's personnel budget is funded by the Library Tax Fund. The current salary range for this position is \$5,954.00 - \$6,597.07 monthly. The proposed adjusted monthly salary range would be \$6192.16 - \$6860.95, reflecting the 4% increase. There are three full-time Tool Lending Specialist positions in the team. These team members would also be receiving retroactive backpay dating back to 3/16/21 or their date of hire if more recent, for the difference between their current pay rate and this proposed adjusted rate.

CURRENT SITUATION AND ITS EFFECTS

The Tool Lending Library's collection expanded to include the lending of culinary tools in March 2021. Prior to that, the emphasis of the collection had been on gardening, home maintenance and repair and the tools and equipment used in the building trades. Because the culinary tools represent a distinct and significant body of knowledge, this increase in scope needs to be reflected in both the classification language and compensation of the position.

BACKGROUND

The Tool Lending Library has provided Berkeley residents with access to free home repair tools for over 40 years. It is a beloved institution in Berkeley and beyond and has served as a model for other such libraries nationally. The Tool Lending Specialist is a unique classification to the Library within the City of Berkeley, as well as unique in its kind amongst other public library systems. Although a few other library systems have tool lending libraries, such as Oakland Public Library, the staffing model for those entities is different and does not feature specialists who offer subject matter expertise

that is shared with residents as a critical aspect of the service. The Tool Lending Specialist classification was established in 1988 and was revised once in 2004.

Changes to this City classification must be reviewed by the Personnel Board and the Board of Library Trustees for adoption.

The Personnel Board approved this change on May 9, 2022. Action: Motion/Second/Carry): Gilbert/Wenk to approve the Recommendation to Revise the Tool Lending Specialist Job Duties and Compensation. Vote: Ayes: Bartlow, Dixon, Gilbert, Karpinski, Lacey, Wenk, Noes: None, Absent: None, Abstentions: None. Board of Library Trustees approved this change on June 1, 2022. Action: Motion/Second/Carry: Trustee Davenport / Trustee Selawsky to adopt resolution #R22-030. Vote: Ayes: Trustees Davenport, Greene, Hahn, Roth and Selawsky. Noes: None. Absent: None. Abstentions: None.

The City Council is charged with establishing job classifications and the compensation of all employees (Sections 31 and 32 of City Charter) thus these changes need to be reviewed by the City Council for final approval.

#### ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

There are no environmental impacts associated with the recommendations in this report.

#### RATIONALE FOR RECOMMENDATION

The Tool Lending Specialist classification has not been updated for 18 years. It is important to ensure that the classification and compensation accurately reflect the full scope of work that is being supported by this team, particularly since a significant change occurred.

#### ALTERNATIVE ACTIONS CONSIDERED

The City Council could refrain from approving this classification and compensation change, although the Personnel Board and the Board of Library Trustees have. This would require Library staff to renegotiate Tool Lending Specialist duties with SEIU 1021 Maintenance and Clerical and potentially find alternatives to the current service model.

#### CONTACT PERSON

Tess Mayer, Director of Library Services, Library, 510-981-6195

#### Attachments

1. Resolution
2. City of Berkeley Tool Lending Specialist Classification (showing changes)

RESOLUTION NO. ##,###-N.S.

CLASSIFICATION AND SALARY RESOLUTION FOR SERVICE EMPLOYEES INTERNATIONAL UNION LOCAL 1021 MAINTENANCE AND CLERICAL CHAPTERS AND AMENDING RESOLUTION NO. 62,558-N.S.

WHEREAS, the Tool Lending Specialist classification, which is represented by Service Employees International Union, Local 1021 Maintenance and Clerical, and a classification unique to the Library; and

WHEREAS, this position was established upon Board of Library Trustees recommendation in 1988, with no major revisions since 2004; and

WHEREAS, the addition of culinary tools represents a distinct and significant body of knowledge that is shared with Berkeley residents as an aspect of service; and

WHEREAS, the Board of Library Trustees may recommend to the Personnel Board and the City Council revisions to this classification so that the specifications meet Library needs; and

WHEREAS, the Human Resources Department maintains the Classification and Compensation plan for the City of Berkeley; and

WHEREAS, an updated salary structure to reflect a four percent (4%) increase will better reflect the scope of responsibility and make the position more desirable and competitive in future recruitments.

WHEREAS, the Personnel Board recommended on May 9, 2022 and the Board of Library Trustees approved on June 1, 2022 to increase the Salary Schedule for Tool Lending Specialist to an hourly 5-step salary range of Step 1 (n/a), Step 2 (n/a), Step 3: \$35.7256, Step 4: \$37.6060, and Step 5: \$39.5851, reflecting an increase of four percent (4%) to each step effective March 16, 2021.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that Resolution No. 62,558, Classification and Salary Resolution for Service Employees International Union Local 1021 Maintenance and Clerical Chapters is amended to increase the salary range for Tool Lending Specialist to an hourly salary structure shown below effective March 16, 2021.

<b>Classification</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
<b>Tool Lending Specialist</b>	n/a	n/a	\$ 35.7256	\$ 37.6060	\$ 39.5851

## TOOL LENDING SPECIALIST

### DEFINITION

Under supervision, provides tools, equipment, instructional manuals, and basic reference service regarding home maintenance and repair to patrons of the Berkeley Tool Lending Library; orders, maintains, and repairs tools and equipment; performs related work as assigned.

### CLASS CHARACTERISTICS

The Tool Lending Specialist is a skilled library support class assigned to the Berkeley Tool Lending Library. The duties require a sound working knowledge of home improvement and culinary arts used by the do-it-yourself community. This class is distinguished from other library support classes in that the duties specifically apply to basic home improvement, building construction, culinary arts-related reference service, and the circulation of tools and home improvement equipment. ~~home maintenance and repair and the tools and equipment used in the building trades (carpentry, plumbing, electrical and painting). This class is distinguished from other library support classes in that the duties specifically apply to basic home improvement and building construction related reference service and the circulation of tools and building construction equipment.~~

### EXAMPLES OF DUTIES

1. Selects and lends a variety of culinary, building trade and gardening tools and equipment to residents of the City;
2. Recommends to the Library the purchase of tools and equipment; advises on the purchase of instructional manuals for the Tool Lending Library collection;
3. Maintains tools and equipment in an operable condition, including making necessary repairs; sends tools out to private tool repair companies when a more difficult repair is required;
4. Processes lending requests and answers patron questions in person or by phone;
5. Maintains the reserve and waiting list, retrieves overdue materials, and collects fines;
6. Advises patrons on the correct and safe use of tools and equipment; answers basic patron reference questions regarding home maintenance and repair;
7. Collects and maintains records and prepares reports regarding tools and equipment borrowed, patron demographics, telephone inquiries, and the amount of fees and fines collected;
8. Monitors expenditures related to tool repair and purchase;
9. Attends community meetings and public hearings to explain functions of the Tool Lending Library;
10. Maintains library in a clean and orderly condition;

11. Monitors developments related to tools, equipment, and instructional material on home maintenance and repair;
12. Maintains inventory records;
13. May instruct staff or volunteers on job duties; and
14. Performs related work as assigned.

### **QUALIFICATIONS**

Note: The level and scope of the knowledge, skills, and abilities listed below are related to job duties as defined under Class Characteristics.

#### Knowledge of:

1. Tools, equipment, and instructional manuals used in culinary tools, building repair, and construction trades;
2. Standard culinary and building maintenance repair and maintenance procedures and terminology;
3. Basic stock and inventory control methods, including requisitioning, receiving, storing, and lending;
4. Record keeping, report preparation, and filing methods and techniques;
5. Basic business arithmetic;
6. Standard safety practices and techniques in the building trades;
7. Basic tool and equipment repair, and repair resources; and
8. Operation of standard office equipment.

#### Skill in and ability to:

1. Provide sound information and appropriate tools and equipment to patrons;
2. Develop and implement lending and inventory control procedures;
3. Understand and follow oral and written instructions;
4. Organize work, set priorities, and exercise sound independent judgment;
5. Prepare and maintain accurate records and reports;
6. Establish and maintain effective working relationships with those contacted in the course of the work;
7. Gather and evaluate data and make logical recommendations; and
8. Instruct others in work procedures.

### **OTHER REQUIREMENTS:**

Must be able to work evenings, weekends and irregular shifts.

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS: Equivalent to graduation from high school and two years of experience which has provided a working knowledge of the tools and equipment used in the building construction trades (carpentry, plumbing, painting, masonry, and electrical).

Established: 12/1988

Revised: 04/2004; 04/2022

cc: Tess Mayer, Director of Library Services  
My Chan, Associate Human Resources Analyst