



POSITION CLASSIFICATION POLICY

For the purpose of policy interpretation, Mcmillan Memorial Library employees are considered both employees of the Library as well as employees of the City of Wisconsin Rapids. Policy wording may include either references to "City" employees or "Library" employees, both of which apply if approved by the McMillan Memorial Library Board.

Purpose:

To establish a formal classification plan and pay structure which demonstrates both internal and external equity.

Policy:

All positions will be evaluated by use of a Point-Factor Job Evaluation System. The relative worth of every job will be determined by using the same set of criteria. The results of this methodology will then be integrated with the results of wage and salary survey data to establish a classification plan and pay structure.

Procedure:

1. Job descriptions will be developed for new positions and for positions which have experienced a change in responsibilities or duties.
 - a. Human Resources will provide Employee Position Questionnaires for the position incumbent(s) to complete.
 - b. Completed Employee Position Questionnaires will be forwarded to the incumbent(s)' immediate supervisor(s) for review.
 - c. The immediate supervisor(s) will review the Employee Position Questionnaire(s) and provide additional information and/or comments to the Questionnaire(s). The supervisor(s) will discuss this additional information with the job incumbent(s), then send the finalized Employee Position Questionnaire(s) to the Library Director for review.
 - d. The completed Questionnaire(s), with the supervisor's comments and signature, will be forwarded to Human Resources.
 - e. The job incumbent(s) and/or supervisor may be interviewed by Human Resources or designated representatives, regarding the completed Employee Position Questionnaires.
 - f. A job description will be developed by the Library Director or their designee, then brought before the Personnel Committee for review, and then sent to the Library Board for approval.

2. The position will be evaluated using a point-factor rating system.

- a. The current classification system includes three work requirement factors with each factor possessing nine degrees of difficulty. The three factors are: data utilization; human interaction; and machinery, equipment, and materials. The system also includes ten aptitude requirement factors. These ten factors are:

Verbal Development
Mathematical Development
Functional Reasoning Development
Situational Reasoning Development
Dexterity Development
Physical Development
Sensory Development
Experience Related
Vocational Development
Educational Related
Vocational Development
Environmental Adaptability Development

Finally, the system includes three responsibility factors with appropriate degrees of difficulty. The three responsibility factors are:

Span of Control
Time Span of Discretion
Budgetary Accountability

- b. A grade level, based on the job evaluation and consistent with existing positions, will be recommended by the job evaluator.
- c. A Position Classification Index listing all positions, grades and rankings with other positions will be maintained.

The Library Director, in consultation with the Human Resources Manager, may review the Position Classification Plan or any single position or group of positions as often as may be necessary to ensure the plan accurately reflects the current value of positions. The Library Director may amend and/or update the Plan with the Personnel Committee and the Library Board's approval.

Adopted by the McMillan Memorial Library Board of Trustees, June 19, 2024.