

MEMO

To: State Library Commission
From: Karen Strege
Re: LISD Reorganization
Date: March 27, 2000

The results of the reorganization and reassignment process in the Library and Information Services Department are as follows:

<u>New positions</u>	<u>Grade level</u>	<u>Staff</u>
Client Services Supervisor	16	Suzy Holt
Technical Services Supervisor	15	Advertised
Government Information Specialist	14	Advertised
State Documents Coordinator	14	Don Cornish
Clerical Services Assistant	08	Dixie Carlson
Government Information Assistant	12	B. Pepper-Rotness
Client Services Assistant	09	Marjorie Smith
Technical Services Assistant	10	Kathy Madison
Publications Assistant	11	Vacant

Staff members are taking on their new assignments according to an incremental schedule. Managers devised this schedule by considering training needs and opportunities. All current staff members will be working at their new jobs by May 8, 2000. The deadline is mid-April for applications for the new positions. We hope to be fully staffed by July 1.

The process was not without considerable anxiety and stress among all staff members. Four staff members accepted positions that offered more responsibility and increased pay. One staff member accepted a position classified the same as their old position. One staff member accepted a position that was classified one grade below their old position.

Managers offered one staff member a position that was classified one grade below their old position. We also offered salary protection for the six month maximum allowed by state policy and an assurance that we would ask the Personnel Bureau to reconsider the classification of the position in a year. This staff member declined the offer and we used the RIF policy. This person subsequently filed a grievance. Because she is the manager of Program One, Darlene is working with the agency attorney to respond to

the grievance. A current staff member also filed a grievance. Again, Darlene is working with the agency attorney to respond to the grievance.

Although this process was difficult for all involved, I am convinced that the Commission will see improved and increased services to our clients in the next year. The staff remaining in the department deserves a great deal of thanks and support as they continue this transition.