

APPROVED PERSONNEL COMMITTEE MEETING MINUTES

Date: September 11, 2024

Time: 3:00 p.m.

Call to Order

Kristi Walker called the meeting to order at 3:01 p.m.

Roll Call

Committee Members present: Loretta Broomfield, Kim Dykstra, Matt Greider, Kristi Walker
Other Attendees & Guests: Jill Trevino

Public Comment

None

Approval of Minutes

A motion and a second were made to approve the June 12, 2024, minutes ([Attachment 4.1](#)).
Motion carried unanimously by roll call vote.

Unfinished Business

Delivery Coordinator Salary Grade Update

At the June, 2024, meeting HR Director stated the position would not see an increase in pay beyond the annual COL increase. Employee noted differences in this position as coordinator paid less than those they supervised and inaccuracy in 2021 benchmarking with no consideration for supervisory skills necessary for the position. HR Source evaluated the position description with recommendation to move from a Pay Grade 4 to 5.

New Business

SHARE Job Descriptions

Eight job descriptions ([Attachment 6.1](#)) were reviewed by the committee. SHARE job descriptions last evaluated in 2022 when IHLS had a series of Cataloger 1, 2, and 3 titles. The range lacked clarification and accuracy of the position descriptions as too generic in nature and confusing to staff.

IHLS has two cataloging departments: within SHARE and the Cataloging Maintenance Center (CMC). After reviewing job descriptions, we have four cataloging descriptions in CMC and SHARE. Including the department acronym, there is more granularity between Cataloging Assistant, Cataloger, Cataloging Supervisor, and Cataloging Trainer. After review, a cataloger for both departments was promoted to Cataloging Supervisor.

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Both employees received an annual increase, and then they were placed within the proper pay grade based on the position. However, they will not be making more than what is designated for their pay grade.

Public Comment

None

Announcements

Next month the committee will be reviewing IHLS Employee Handbook policies for 2025.

Adjournment

Adjourned at 3:12 p.m.