

ILLINOIS HEARTLAND LIBRARY SYSTEM

Personnel Committee Meeting Minutes

December 8, 2011

Present: Linda McDonnell
Joan Rhoades
Susan Tulis
Juliette Douglas (staff support)

Absent: Anthony Schuering
George Trammell

The meeting was called to order by Chairperson Linda McDonnell at 7:08 p.m. A roll call was taken.

Since minutes from the August 26, 2011 meeting were not available to all attendees, the minutes will be approved at the next meeting.

All attendees agreed that they had received copies of the existing job descriptions. The Committee discussed and agreed upon a process and timetable for updating the IHLS job descriptions. The process will be inclusive of staff at all levels and the Board. The process is being designed to facilitate the hiring process, an understanding of expectations between employees and their supervisors, a salary study, performance evaluations, and legal compliance. Committee members made suggestions on how to enhance the documents.

Attachments A, B, and C are the details of what was agreed upon. Attachment A is the instructions that will be provided to employees. Attachment B is a form that will be used during the process. Attachment C is the proposed timetable, which may be adjusted based on need.

There was also discussion regarding attendance issues and the need to either find days when more members can attend or identify other alternatives.

It was agreed that the next meeting would be scheduled based on completion of the updated job descriptions.

Joan Rhodes made a motion to adjourn. It was seconded by Susan Tulis. The meeting adjourned at 8:16 p.m.

Illinois Heartland Library System Job Description Update Instructions

Job Descriptions are used for many purposes and are designed to assist management, each employee, and to facilitate legal compliance.

The Illinois Heartland Library System has begun the review the job descriptions that were developed as part of the merger process. In order to get everyone's input, we need your help.

Please review your existing job description. Make any suggested changes using the "track change" feature in Microsoft Word. (If you are unfamiliar with "track changes," please contact your supervisor.)

The following documents are attached to assist in this process:

- A Job Description Questionnaire for Updates

- A list of action verbs

- A chart showing the planned schedule for completing the updating the job descriptions

You will also receive a copy of your job description

All forms must be received by your supervisor by the close of business Friday, February 17, 2012.

Below are some helpful tips:

Do not make changes to FLSA or Salary Classification.

Location:

Change only if your work location has changed.

Summary:

Add any relevant information or delete what you feel is inaccurate. Limit this to no more than two short paragraphs.

Duties & Responsibilities:

Combine Duties & Responsibilities with Examples of Work.

Include all essential duties and responsibilities.

Use action verbs (see attached list).

At the end of each duty/responsibility, indicate (in parenthesis) the frequency in which you perform each duty/responsibility by using the first letter of the words indicated below:

Continuous (daily or a lot during the month, over 75% of time annually);

Occasionally (sometimes during most days, 45-74% annually);

Seldom (at the end of each month or certain periods, 15-44% annually);

Rarely (only several times a year, 0-14% annually)

Supervised by:

Change only if the person you report to has changed.

Minimum Education and Experience

Make changes based on what you think the required education and experience should be to perform the duties successfully, rather than the education or experience you have which may exceed what is required to be successful in your position.

Knowledge, Skills, and Abilities:

Make changes based on what you think would be required to perform the duties successfully, rather than the knowledge, skills, or abilities which may exceed what is required to be successful in your position.

Next Steps

After you have made changes to your job description, complete the attached questionnaire. Questionnaires can be signed electronically.

The job description with your suggested changes and the completed questionnaire should be e-mailed to your immediate supervisor. **All forms must be received by your supervisor by the close of business Friday, February 17, 2012.**

Supervisors will review your suggestions, discuss any changes they feel are necessary (using “track changes” and then electronically send your job description (with any necessary changes) and the completed questionnaire to the Human Resource Department (jdouglas@illinoisheartland.org).

If you have any questions, feel free to contact your immediate supervisor or Juliette Douglas (jdouglas@illinoisheartland.org or 618.656.3216 ext 108).

Illinois Heartland Library System Questionnaire for Job Description Update

Employee Name:

Date:

Current Title:

Recommended Title:

Full time _____ or Part-time _____

Staff Oversight:

Indicate the name and title of each person for whom you have oversight responsibility. Also indicate the specific oversight responsibilities you have for each position by putting the appropriate letters (highlighted below) after each position title.

Staff Oversight

Organize Work;
Hire;
Interpret policy;
Establish Standards of performance;

Assign work/projects;
Handle Grievances/issues;
Carry out Established policy;
Evaluate Performance;

Check Work
Discipline
Determine work Method;
Evaluate Performance

Example only:

((Name: Jeanna Vahling Title: WebJunction Specialist (H, I, S, G, A, D, E, P))

Name and title of person(s) for whom you have staff oversight. Add more lines if necessary:

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

Working Conditions (most of the time):

(Check all applicable boxes)

- Typical office conditions - not exposed to substantial or adverse environmental conditions, may require outside exposure for travel only
- Inside: protection from weather, but not necessarily from temperature changes
- Outside: No effective protection from weather
- Subject to both: Activities occur inside and outside
- Extreme cold: Temperatures sufficiently low or high to cause marked bodily discomfort

___ Noise: There is sufficient noise to cause employees to shout in order to be heard above the ambient noise levels

Physical Activity:

Check the box to indicate whether activities listed below occur **C**ontinuous (daily, a lot during the month, over 75% of time annually); **O**ccasionally (Sometimes during most days, 45-75% annually); **S**eldom (at the end of each month or certain periods, 15-45% annually); **R**arely (only several times a year, 0-15% annually). Do not check an activity that is not required to be performed by your position.

- ___ Standing and Walking– Remaining in an upright position without moving about and moving at or between work stations.
- ___ Sitting- Remaining in the normal seated position.
- ___ Reaching-Extending hands and arms in any direction.
- ___ Pushing- Exerting force upon an object so that the object moves away from the force.
- ___ Grasping-Appling pressure to objects.
- ___ Feeling- Perceiving attributes of objects such as size, shape, temperature or texture.
- ___ Climbing – Ascending or descending ladders, stairs, scaffolding, rams, poles, etc,
- ___ Balancing – Maintaining body equilibrium to prevent falling,
- ___ Stooping or Crouching – Bending body downward and forward.
- ___ Kneeling- Bending legs at knees to come to a rest on knees.
- ___ Crawling-Moving about on hand and knees or hands and feet.
- ___ Talking – Expressing or exchanging ideas.
- ___ Hearing-Perceiving the nature of sounds.
- ___ Lifting- Picking up objects and moving from one place to another.

Physical Demands for Lifting

What is Lifted	Approximate Weight	How Material is Handled	Frequency

Approximate Weight: **Negligible** (up to 1 lbs.); **Very Light** (1-5 lbs.); **Light** (5-25 lbs); **Average** (25-60 lbs); **Heavy** (Over 60 lbs)

How material is handled: By **Hand, Cart/Doll, or Other**

Frequency: **Continuous** (daily, a lot during the month, over 75% of time annually); **Occasionally** (Sometimes during most days, 45-75% annually); **Seldom** (at the end of each month or certain periods, 15-45% annually); **Rarely** (only several times a year, 0-15% annually)

Visual Activity

Please the first letter of the words provided below in front of each activity to indicate the frequency various levels of visual activities are required for your position. If a level of visual activity is not needed, leave the space blank.

Frequency: **Continuous** (daily, a lot during the month, over 75% of time annually); **Occasionally** (Sometimes during most days, 45-75% annually); **Seldom** (at the end of each month or certain periods, 15-45% annually); **Rarely** (only several times a year, 0-15% annually)

- ___ Acuity Far- Clarity of vision at 20 feet or more.
- ___ Acuity Near-Clarity of vision at 20 inches or less.
- ___ Depth Perception –3-dimensional vision. Able to judge distance and space relationships.
- ___ Field of Vision – Area that can be seen up and down or to right or left while fixed on point
- ___ Accommodation- Adjustment of eye to bring object into sharp focus (important for near point work).
- ___ Color Vision – Ability to identify and distinguish colors.

Additional Comments or Suggestions:

I have reviewed the job description and included by suggestions:

Employee's signature

Date

I have reviewed the job description and have discussed and considered the suggestions made by the employee. I am now submitting final recommendations:

Supervisor's signature

Date

Position Description Update Calendar



