

**CLEVELAND PUBLIC LIBRARY**

**Board Meeting**

December 21, 2023

**RESOLUTION APPROVING NON-BARGAINING UNIT PAY STRUCTURE**

WHEREAS, On July 6, 2021, the Board of Library Trustees approved the current non-bargaining unit pay structure and approved revisions to Section 351 of the Human Resources Manual titled, "Total Compensation," which set forth the Library's philosophy concerning non-bargaining unit compensation; and

WHEREAS, Guidelines developed by the Human Resources Department to implement the new pay structure provide that the Library will periodically collect and analyze market data and will adjust pay ranges as warranted in order to align with market and economic conditions; and

WHEREAS, With the assistance of a consultant, the Library benchmarked approximately 50 non-bargaining and bargaining unit positions. The results of the benchmarking indicated that the market in Northeast Ohio has moved approximately ten percent since 2019-2020, the last time that a comprehensive benchmarking analysis was conducted; and

WHEREAS, Despite the movement in the market, an analysis of actual incumbent salaries to average market data indicate that CPL salaries remain competitive for both non-bargaining and bargaining unit classifications; and

WHEREAS, The Chief Talent Officer recommends that a two percent adjustment be implemented for 2024, which the Library Administration estimates to be sufficient to provide competitive pay ranges for non-bargaining classifications and to provide flexibility for the Library to manage incumbent compensation and to attract new talent; now therefore be it

RESOLVED, That the Cleveland Public Library Board of Trustees hereby approves the proposed pay structure attached to this Resolution as Exhibit "A" to become effective December 22, 2023, and instructs the Library's Chief Talent Officer to be responsible for implementing and administering the new pay structure.

# Exhibit "A"

## CLEVELAND PUBLIC LIBRARY PAY STRUCTURE 2024

Grade	Minimum	Midpoint	Maximum	Pay Structure Job Title
1	\$31,425	\$39,250	\$47,100	Clerk (HR)
2	\$36,575	\$45,725	\$54,875	Assistant I (Outreach and Programming; Capitol Projects) Coordinator I Specialist I
3	\$42,600	\$53,275	\$63,925	Assistant II Coordinator II (BBTTC, Property Management, OLBPD, HR, HR Recruitment, ER&D) Specialist II (Payroll and Benefits, Inventory, Recruitment) Supervisor I
4	\$49,650	\$62,075	\$74,450	Coordinator III (Development; ER&D; Marketing; Public Services Training; Public Services/Special Projects; HRIS) Specialist III (Recruitment) Supervisor II (Lending, Property Management, Custodial, SPS, Logistics and Circulation; Substitute) Assistant Manager I (Assistant Branch, Shelf) Paralegal, Archivist
5	\$57,825	\$72,300	\$86,750	Coordinator IV (Operations Project; TPU; Procurement; DEI) Specialist IV (Employee and Labor Relations, Web; Occ. Health & Safety; Engagement, Creative Technology Engineer) Assistant Manager II (Tech Central; Facilities - Maintenance Mechanic; Facilities - Carpentry/Paint) Manager I (BBTTC, Shelf Division, IT, Logistics and Circulation, Annual Giving) Executive Assistant; Fellow - Ohio Center for the Book; Organizational Archivist
6	\$67,100	\$83,875	\$100,650	Specialist V Manager II (Capital Projects, SPS, Institutional Giving, Collections/Acquisitions, Lending & Circulation; Facilities; Public Services/Neighborhood; OPS; Capital Operations; Procurement; Immersive Technology; Knowledge/Strategy Ofc; Special Projects-Collection; Accounting) Analyst I (Data and Insights)
7	\$77,825	\$97,275	\$116,750	Manager III (Tech Central, Subject Dept.-Med, Catalog; Youth Services, Public Services/Anchor;Hub, IT; IT Network; TPU Marketing & Communications; Organizational Performance; Public Services Training; Benefits and Comp) Analyst II
8	\$90,275	\$112,875	\$135,425	Senior Manager (Subject Dept. Large, General Research Collections, Digital and Preservation, Lending and Logistics) Regional Director (Public Services East/West) Director (Financial Services, HR, Labor/Employee Relations, OLBPD, DEI, Education, Board & Executive Operations; Property Management, Library Innovation, Digital Content, Technical Services; Safety; Youth and Family Engagement; Arts and Culture) Legal Officer
9	\$108,350	\$135,425	\$162,500	Senior Director (PS-Main, PS- Branches, Legal, IT, OPS, Development)
10	\$130,000	\$162,500	\$195,000	Chief (ER&D, Talent, Public Services, Collections/Special Projects, Strategy, Operations, Financial, Innovation/Technology)