

RESOLUTION NO. 2025-XXX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FULLERTON, CALIFORNIA, ADOPTING A CERTAIN CLASSIFICATION SPECIFICATIONS IN THE PERSONNEL CLASSIFICATION PLAN AND AMENDING RESOLUTION NO. 2023-052 (FULLERTON MUNICIPAL EMPLOYEES FEDERATION) APPENDIX A1

THE CITY COUNCIL OF THE CITY OF FULLERTON HEREBY RESOLVES AS FOLLOWS:

1. City Council hereby establishes the following classification specification and adds to the classification plan (attached):

<u>Title</u>	<u>Effective Date</u>
Librarian	March 2025

2. City Council adopts the following new classification specification (attached):

<u>Title</u>	<u>Effective Date</u>
Librarian	March 2025

3. City Council amends Resolution No. 2023-052 (Fullerton Municipal Employees Federation) Appendix A1 (attached) as follows:

<u>Title</u>	<u>Range</u>	<u>Bottom</u>	<u>Top</u>
Librarian	445	5,129	6,546

4. This resolution becomes effective March 18, 2025.

ADOPTED BY THE FULLERTON CITY COUNCIL ON MARCH 18, 2025

Fred Jung
Mayor

ATTEST:

Lucinda Williams, MMC
City Clerk

Date

Attachments:

- Attachment 1 – Librarian Classification Specification
- Attachment 2 – Fullerton Municipal Employees Federation Appendix A1

LIBRARIAN

Definition:

Under general supervision performs a variety of professional library work; provides reference and reader advisory services; provides customer service at a reference desk, public counter and in the stacks; assists the public in the use of library equipment, facilities, materials and services and performs related work as required.

Essential Duties and Responsibilities:

The following responsibilities and essential duties are performed on a frequent and recurring basis by an incumbent. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Interacts with the general public, guides the reading interests of a wide variety of library patrons, answers patron inquiries.

Provides expertise in specific areas of the library as assigned.

Advises and assists a variety of patrons in the use of library services, tools, and equipment, including digital and online references and resources.

Plans or assists in planning, organizing and implementing services and programs in the area assigned.

Explains and applies library policies and procedures to patrons and staff.

Keeps informed about trends and advancements in the field of Library and Information Science.

Accesses and retrieves information for patrons and staff as requested.

Participates in the compiling of activity reports and statistics.

Participates or assists in the selection of new materials and in the maintenance of the collection as needed.

Monitors/coordinates the work of staff, volunteers and interns as assigned.

Plans, conducts, and participates in library programs and special events as assigned.

Makes oral and written presentations as assigned.

Operates a personal computer and uses applicable software to generate specialized library reports, materials, and related items.

Assists in maintaining library facilities in a quiet, safe, and orderly condition.

Opens and/or closes and secures the library/library facilities as assigned.

Lifts and moves boxes of books, supplies, and other items weighing 30 pounds or less and pushes/pulls a loaded book cart.

Monitors and is responsible for library building operations as assigned.

Performs other projects/tasks as assigned.

Drives a vehicle on City business, depending on area assigned.

Class Characteristics:

Librarian is a multi-incumbent class at the journey level. Incumbents perform the full range of professional duties as assigned. Duties require exercising judgment and initiative and are performed under limited supervision. Librarian is distinguished from the class of Senior Librarian by the Senior Librarian's higher level of responsibility. Incumbents will perform a variety of responsibilities in one of the following areas of assignment:

Adult Services

Provides library services, activities and support to library patrons, focusing on patrons from young adults to seniors. Also works with and provides support to library vendors and performers.

Children's Services

Provides library services, activities and support to library patrons, focusing on children from infants through 8th grade. Also works with and provides support to library vendors and performers.

Generalist

Provides library services, activities and support for library patrons. Also works with and provides support to library vendors and performers. Assignments may vary between Adult and Children's Services based on demand or staffing needs. May also be assigned or assist with special projects, programs and/or events as needed.

Bargaining Group: FMEF

Qualification Guidelines:

The following generally describes the knowledge and ability required to enter the job and/or be learned within a reasonable period of time in order to successfully perform the assigned duties:

Knowledge of:

Current, trending, and popular literature and authors in general and area(s) assigned.

Principles and practices of library science.

Library organization, policies/procedures, methods, functions, practices and terminology.

Reference sources and methods.

Standard print and non-print works.

Techniques for advertising and promoting library services, programs and events.

English usage, syntax, spelling, grammar and punctuation.

Techniques for providing a high level of customer service by engaging with individuals of all ages and backgrounds.

Modern equipment and communication tools used for business functions and programs, projects and task coordination, including computers and software programs relevant to work performed.

AND

Ability to:

Perform responsible library duties.

Promote interest in library services, programs and events, using appropriate English grammar and syntax.

Communicate clearly and concisely, both orally and in writing.

Prepare and present materials and make oral presentations to various audiences and in a variety of settings.

Interpret, apply and explain rules and regulations and policies and procedures.

Establish and maintain effective relationships with those contacted in the course of work.

Understand and carry out oral and written instructions and use independent judgment and initiative.

Effectively use computer systems, software applications relevant to work performed and modern business equipment to perform a variety of work tasks.

Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.

Handle job stress and maintain composure in public settings.

Depending on the area assigned, a Librarian must also have the ability to:

Visit school sites and serve as a community liaison, providing outreach services to schools and community groups.

Conduct reference conversations and assess the information needs of juvenile patrons.

Plan and conduct story hours.

Design and assemble engaging exhibits, displays and crafts using various tools and materials.

Education and Experience:

Any combination of training and experience, which provides the required knowledge, skills, and abilities is considered qualifying. A typical way to obtain the required qualifications is:

Bachelor's degree in any major and a Master's degree in Library and Information Science from an accredited college or university.

AND

One year of professional library experience.

Special Requirements Include:

Ability to travel within the area to attend various job related, professional and organizational activities.

Must be able to work a flexible schedule including weekends and evenings to accommodate City needs.

Must be able to pass a background check, to include fingerprinting. Librarians working with children, may require a more comprehensive background investigation.

Other:

Bilingual ability may be preferred for some positions.

Physical Tasks and Working Conditions Include the Following:

Work is performed in a library, office environment, and on-site in a school setting. An incumbent uses a computer, keyboard and related equipment, sits, stands, walks, kneels, crouches, twists, reaches, bends, grasps, lifts and moves boxes of books, library equipment, supplies and related items weighing 30 pounds or less. An incumbent pushes and/or pulls a loaded book cart, uses a step stool, glue gun, paper cutter and related crafting materials and will be exposed to book dust. An incumbent may drive a vehicle on City business. An incumbent must be able to meet the physical requirements of the series and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Exempt - Professional.

Established March 2025

FULLERTON MUNICIPAL EMPLOYEES FEDERATION
ALLOCATION OF CLASSIFICATIONS TO SALARY RANGES

Sort by Classification Title

Classification Title	Range No.	Salary Schedule/Unit	FLSA Exempt
Account Clerk I	235	FMEF	
Account Clerk II	275	FMEF	
Account Clerk III	327	FMEF	
Accountant I	468	FMEF	
Accountant II	481	FMEF	X
Administrative Aide/City Council	370	FMEF	
Administrative Analyst I	445	FMEF	
Administrative Analyst II	478	FMEF	
Administrative Assistant I	410	FMEF	
Administrative Assistant II	437	FMEF	
Air Conditioning Mechanic	448	FMEF	
Airport Operations Assistant	410	FMEF	
Airport Operations Lead Worker	448	FMEF	
Airport Service Worker	287	FMEF	
Asset Management Coordinator	490	FMEF	
Assistant City Clerk	478	FMEF	
Assistant Engineer	490	FMEF	X
Assistant Engineer - Water	490	FMEF	X
Assistant Plan Check Engineer - Engineering	490	FMEF	
Assistant Planner	469	FMEF	X
Associate Engineer	498	FMEF	X
Associate Engineer - Traffic	498	FMEF	X
Associate Plan Check Engineer	498	FMEF	X
Associate Planner	485	FMEF	X
Associate Water Engineer	498	FMEF	X
Building Inspector - Trainee	437	FMEF	
Building Inspector I	466	FMEF	
Building Inspector II	476	FMEF	
Building Inspector III	485	FMEF	
Buyer I	405	FMEF	
Buyer II	455	FMEF	
Civil Engineer	499	FMEF	X
Clerical Assistant I	215	FMEF	
Clerical Assistant II	235	FMEF	
Clerical Assistant III	275	FMEF	
Code Enforcement Officer	460	FMEF	
Code Enforcement Officer Trainee	405	FMEF	
Community Liaison Officer	405	FMEF	
Community Outreach Specialist	460	FMEF	
Construction Inspector	476	FMEF	
Construction Inspector - Water	480	FMEF	
Court Liaison Officer	405	FMEF	
Crime Analyst	468	FMEF	
Cultural and Events Operations Assistant	275	FMEF	

Classification Title	Range No.	Salary Schedule/Unit	FLSA Exempt
Cultural and Events Production Assistant	275	FMEF	
Customer Service Representative	275	FMEF	
Deputy City Clerk	445	FMEF	
Electrician	448	FMEF	
Emergency Preparedness Coordinator	495	FMEF	X
Engineering Aide I	355	FMEF	
Engineering Aide II	405	FMEF	
Engineering Aide III	440	FMEF	
Engineering Drafter/CADD Equipment Operator	445	FMEF	
Environmental Services Coordinator I	445	FMEF	
Environmental Services Coordinator II	478	FMEF	
Equipment and Supply Assistant	235	FMEF	
Equipment Mechanic Lead Worker	475	FMEF	
Equipment Operator	315	FMEF	
Equipment Operator - Water	360	FMEF	
Equipment Service Worker	230	FMEF	
Events Specialist	455	FMEF	
Exhibition/Museum Specialist	455	FMEF	X
Facilities Lead Worker	466	FMEF	
Facilities Specialist	423	FMEF	
Fleet Maintenance Technician	390	FMEF	
Geographic Information Systems Specialist	485	FMEF	X
Geographic Information Systems Technician	466	FMEF	
Grounds Maintenance Lead Worker	423	FMEF	
Housing and Community Rehabilitation Inspector	485	FMEF	
Housing Programs Assistant	460	FMEF	
Information Systems Assistant	405	FMEF	
Irrigation Specialist	382	FMEF	
Junior Engineer	470	FMEF	X
Lead Customer Service Representative - Utility Services	423	FMEF	
Librarian	445	FMEF	X
Librarian - Adult Services	445	FMEF	X
Librarian - Children's Services	445	FMEF	X
Librarian - Technical Services	445	FMEF	X
Library Clerical Assistant	235	FMEF	
Library Technical Assistant I	275	FMEF	
Library Technical Assistant II	300	FMEF	
Library Technology Assistant	352	FMEF	
Local History Archivist	445	FMEF	
Location Specialist	423	FMEF	
Maintenance Facilities Dispatcher	327	FMEF	
Maintenance Worker (Appointed before 9/25/96)	240	FMEF	
Maintenance Worker (Appointed on or after 9/25/96)	230	FMEF	
Mechanic I	410	FMEF	
Mechanic II	445	FMEF	
Mechanic III	464	FMEF	
Meter Repairer	360	FMEF	
Motor Sweeper Operator	360	FMEF	

Classification Title	Range No.	Salary Schedule/Unit	FLSA Exempt
Museum Educator	367	FMEF	
Network Specialist	488	FMEF	X
Outdoor Recreation Coordinator	367	FMEF	
Parking Control Officer	285	FMEF	
Parks and Recreation Assistant	275	FMEF	
Parks and Recreation Coordinator	367	FMEF	
Parks and Trails Coordinator	367	FMEF	
Parks Project Specialist	445	FMEF	X
Permit Technician	327	FMEF	
Planning Technician	405	FMEF	
Police Community Service Officer	335	FMEF	
Police Investigation Technician	480	FMEF	
Police Property and Evidence Clerk	385	FMEF	
Police Rangemaster	405	FMEF	
Police Records Clerk	310	FMEF	
Police Records Shift Leader	424	FMEF	
Police Records Specialist	343	FMEF	
Police Services Representative	405	FMEF	
Police Training Assistant	352	FMEF	
Principal Construction Inspector	485	FMEF	
Public Information Specialist	478	FMEF	
Real Property Agent	498	FMEF	X
Reprographic Technician	330	FMEF	
Revenue Specialist	423	FMEF	
Risk Management Specialist	460	FMEF	
Secretary	340	FMEF	
Senior Building Inspector	488	FMEF	
Senior CADD Equipment Operator	466	FMEF	
Senior Citizens Outreach Worker	275	FMEF	
Senior Code Enforcement Officer	475	FMEF	
Senior Customer Service Representative	300	FMEF	
Senior Engineering Aide	405	FMEF	
Senior Maintenance Worker I	287	FMEF	
Senior Maintenance Worker II	315	FMEF	
Senior Maintenance Worker III	345	FMEF	
Senior Permit Technician	405	FMEF	
Senior Traffic Engineering Analyst	498	FMEF	X
Sewer Lead Worker	423	FMEF	
Skilled Maintenance Worker - Building and Facilities	360	FMEF	
Skilled Maintenance Worker - Water I	405	FMEF	
Skilled Maintenance Worker - Water II	425	FMEF	
Solid Waste and Recycling Specialist	485	FMEF	
Source Control Inspector	455	FMEF	
Sports Facility Coordinator	367	FMEF	
Stormwater/Wastewater Compliance Specialist I	480	FMEF	
Stormwater/Wastewater Compliance Specialist II	485	FMEF	
Stormwater/Wastewater Compliance Specialist III	490	FMEF	X
Streets Lead Worker	423	FMEF	

Classification Title	Range No.	Salary Schedule/Unit	FLSA Exempt
Tiny Tots Teacher	275	FMEF	
Traffic Engineering Analyst I	470	FMEF	
Traffic Engineering Analyst II	490	FMEF	X
Traffic Painter	315	FMEF	
Tree Services Inspector	423	FMEF	
Utility Systems Specialist	352	FMEF	
Water Lead Worker	466	FMEF	
Water Production Operator	442	FMEF	
Water Quality Lead Worker	466	FMEF	
Water Utility Services Lead Worker	423	FMEF	
Webmaster	480	FMEF	X
Youth Services Coordinator	367	FMEF	

FULLERTON MUNICIPAL EMPLOYEES FEDERATION
ALLOCATION OF CLASSIFICATIONS TO SALARY RANGES

Sort by Range No.

Classification Title	Range No.	Salary Schedule/Unit	FLSA Exempt
Clerical Assistant I	215	FMEF	
Equipment Service Worker	230	FMEF	
Maintenance Worker (Appointed on or after 9/25/96)	230	FMEF	
Account Clerk I	235	FMEF	
Clerical Assistant II	235	FMEF	
Equipment and Supply Assistant	235	FMEF	
Library Clerical Assistant	235	FMEF	
Maintenance Worker (Appointed before 9/25/96)	240	FMEF	
Account Clerk II	275	FMEF	
Clerical Assistant III	275	FMEF	
Cultural and Events Operations Assistant	275	FMEF	
Cultural and Events Production Assistant	275	FMEF	
Customer Service Representative	275	FMEF	
Library Technical Assistant I	275	FMEF	
Parks and Recreation Assistant	275	FMEF	
Senior Citizens Outreach Worker	275	FMEF	
Tiny Tots Teacher	275	FMEF	
Parking Control Officer	285	FMEF	
Airport Service Worker	287	FMEF	
Senior Maintenance Worker I	287	FMEF	
Library Technical Assistant II	300	FMEF	
Senior Customer Service Representative	300	FMEF	
Police Records Clerk	310	FMEF	
Equipment Operator	315	FMEF	
Senior Maintenance Worker II	315	FMEF	
Traffic Painter	315	FMEF	
Account Clerk III	327	FMEF	
Maintenance Facilities Dispatcher	327	FMEF	
Permit Technician	327	FMEF	
Reprographic Technician	330	FMEF	
Police Community Service Officer	335	FMEF	
Secretary	340	FMEF	
Police Records Specialist	343	FMEF	
Senior Maintenance Worker III	345	FMEF	
Library Technology Assistant	352	FMEF	
Police Training Assistant	352	FMEF	
Utility Systems Specialist	352	FMEF	
Engineering Aide I	355	FMEF	
Equipment Operator - Water	360	FMEF	
Meter Repairer	360	FMEF	
Motor Sweeper Operator	360	FMEF	
Skilled Maintenance Worker - Building and Facilities	360	FMEF	
Museum Educator	367	FMEF	
Outdoor Recreation Coordinator	367	FMEF	

Classification Title	Range No.	Salary Schedule/Unit	FLSA Exempt
Parks and Recreation Coordinator	367	FMEF	
Parks and Trails Coordinator	367	FMEF	
Sports Facility Coordinator	367	FMEF	
Youth Services Coordinator	367	FMEF	
Administrative Aide/City Council	370	FMEF	
Irrigation Specialist	382	FMEF	
Police Property and Evidence Clerk	385	FMEF	
Fleet Maintenance Technician	390	FMEF	
Buyer I	405	FMEF	
Code Enforcement Officer Trainee	405	FMEF	
Community Liaison Officer	405	FMEF	
Court Liaison Officer	405	FMEF	
Engineering Aide II	405	FMEF	
Information Systems Assistant	405	FMEF	
Planning Technician	405	FMEF	
Police Rangemaster	405	FMEF	
Police Services Representative	405	FMEF	
Senior Engineering Aide	405	FMEF	
Senior Permit Technician	405	FMEF	
Skilled Maintenance Worker - Water I	405	FMEF	
Administrative Assistant I	410	FMEF	
Airport Operations Assistant	410	FMEF	
Mechanic I	410	FMEF	
Facilities Specialist	423	FMEF	
Grounds Maintenance Lead Worker	423	FMEF	
Lead Customer Service Representative - Utility Services	423	FMEF	
Location Specialist	423	FMEF	
Revenue Specialist	423	FMEF	
Sewer Lead Worker	423	FMEF	
Streets Lead Worker	423	FMEF	
Tree Services Inspector	423	FMEF	
Water Utility Services Lead Worker	423	FMEF	
Police Records Shift Leader	424	FMEF	
Skilled Maintenance Worker - Water II	425	FMEF	
Administrative Assistant II	437	FMEF	
Building Inspector - Trainee	437	FMEF	
Engineering Aide III	440	FMEF	
Water Production Operator	442	FMEF	
Administrative Analyst I	445	FMEF	
Deputy City Clerk	445	FMEF	
Engineering Drafter/CADD Equipment Operator	445	FMEF	
Environmental Services Coordinator I	445	FMEF	
Librarian	445	FMEF	X
Librarian - Adult Services	445	FMEF	X
Librarian - Children's Services	445	FMEF	X
Librarian - Technical Services	445	FMEF	X
Local History Archivist	445	FMEF	
Mechanic II	445	FMEF	

Classification Title	Range No.	Salary Schedule/Unit	FLSA Exempt
Parks Project Specialist	445	FMEF	X
Air Conditioning Mechanic	448	FMEF	
Airport Operations Lead Worker	448	FMEF	
Electrician	448	FMEF	
Buyer II	455	FMEF	
Events Specialist	455	FMEF	
Exhibition/Museum Specialist	455	FMEF	X
Source Control Inspector	455	FMEF	
Code Enforcement Officer	460	FMEF	
Community Outreach Specialist	460	FMEF	
Housing Programs Assistant	460	FMEF	
Risk Management Specialist	460	FMEF	
Mechanic III	464	FMEF	
Building Inspector I	466	FMEF	
Facilities Lead Worker	466	FMEF	
Geographic Information Systems Technician	466	FMEF	
Senior CADD Equipment Operator	466	FMEF	
Water Lead Worker	466	FMEF	
Water Quality Lead Worker	466	FMEF	
Accountant I	468	FMEF	
Crime Analyst	468	FMEF	
Assistant Planner	469	FMEF	X
Junior Engineer	470	FMEF	X
Traffic Engineering Analyst I	470	FMEF	
Equipment Mechanic Lead Worker	475	FMEF	
Senior Code Enforcement Officer	475	FMEF	
Building Inspector II	476	FMEF	
Construction Inspector	476	FMEF	
Administrative Analyst II	478	FMEF	
Assistant City Clerk	478	FMEF	
Environmental Services Coordinator II	478	FMEF	
Public Information Specialist	478	FMEF	
Construction Inspector - Water	480	FMEF	
Police Investigation Technician	480	FMEF	
Stormwater/Wastewater Compliance Specialist I	480	FMEF	
Webmaster	480	FMEF	X
Accountant II	481	FMEF	X
Associate Planner	485	FMEF	X
Building Inspector III	485	FMEF	
Geographic Information Systems Specialist	485	FMEF	X
Housing and Community Rehabilitation Inspector	485	FMEF	
Principal Construction Inspector	485	FMEF	
Solid Waste and Recycling Specialist	485	FMEF	
Stormwater/Wastewater Compliance Specialist II	485	FMEF	
Network Specialist	488	FMEF	X
Senior Building Inspector	488	FMEF	
Asset Management Coordinator	490	FMEF	
Assistant Engineer	490	FMEF	X

Classification Title	Range No.	Salary Schedule/Unit	FLSA Exempt
Assistant Engineer - Water	490	FMEF	X
Assistant Plan Check Engineer - Engineering	490	FMEF	
Stormwater/Wastewater Compliance Specialist III	490	FMEF	X
Traffic Engineering Analyst II	490	FMEF	X
Emergency Preparedness Coordinator	495	FMEF	X
Associate Engineer	498	FMEF	X
Associate Engineer - Traffic	498	FMEF	X
Associate Plan Check Engineer	498	FMEF	X
Associate Water Engineer	498	FMEF	X
Real Property Agent	498	FMEF	X
Senior Traffic Engineering Analyst	498	FMEF	X
Civil Engineer	499	FMEF	X