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A NEW FORUM

Would you be interested in a forum for the discussion of Library-University oriented topics as well as articles being published in those fields? If so, attend the first meeting of the "Forum for What's Happening Now" to be held on Wednesday, March 19th in the Staff Lounge. Bring your lunch, your ideas and join the group. Beverages and a light desert will be furnished.

THE GREEN BEAN

UNIVERSITY OF KENTUCKY LIBRARIES
NEWSLETTER 3/14/75

JOB RECLASSIFICATION - THE GOSPEL ACCORDING TO PERSONNEL

Personnel's system and regulations for job reclassification are described in "Personnel Policy and Procedure Bulletin #31." What follows is a capsulized version of the Bulletin's statement. The complete Bulletin is available in the Director's Office.

It is recognized that every position may be subject to possible changes in work content and/or responsibilities which could occur as a result of such changes as:

- A. Introduction of new procedures
- B. Departmental reorganization
- C. Rendering new services
- D. Reductions or increases of a working force which may affect job assignments

Therefore, a system has been established whereby the classification assignment of a position can be reviewed when the work content of that position changes in some substantial way. Such a review may reveal that a classification should be increased or decreased if the change in the duties and responsibilities is sufficient to warrant it.

The requests for reclassification of existing appointive positions are to be submitted by the head of the department in duplicate to the appropriate Dean or Division Head for initial approving action. If approved, it will be forwarded to the Personnel Division.

The Personnel Division will complete a Job Analysis, obtaining additional data, when necessary, to provide that adequate and proper consideration will be given each request.

Final action on the request will be taken by the Administrative Officer. If approved, the Personnel Division will make the necessary budget allocations and transactions, and all offices concerned will be notified of the action.

PERSONNEL NOTES

Opening: LT I, Special Collections, open now.

Termination: Marilyn Brown, Acquisitions, March 14.

EMPLOYMENT OPPORTUNITIES

Head, Cataloging Dept., University of Tennessee at Chattanooga.

Undergraduate Librarian, University of North Carolina, Chapel Hill,
N.C. Salary: \$15,000

Executive Director, MIDLNET (Midwest Library Network).
Salary: \$25,000 minimum

Assistant University Librarian for Collections, University of
California at Santa Barbara. Salary: \$18,800 - \$30,400

Head, Chemistry Library, Indiana University, Bloomington, Indiana.

It is recommended that every position may be subject to possible
changes in work content and/or responsibilities which could occur as a
result of such changes as:

- A. Introduction of new procedures
- B. Organizational reorganizations
- C. Expansion of activities
- D. Introduction of increases of a working force which may affect job
assignments

Therefore, a system has been established whereby the classification
assignment of a position can be reviewed when the work content of that
position changes in some substantial way. Such a review may reveal
that a classification should be increased or decreased if the change
in duties and responsibilities is sufficient to warrant it.

The request for reclassification of existing appointive positions
to be submitted by the head of the department in duplicate to the
appropriate head or Director Head for initial approval action. If
approved, it will be forwarded to the Personnel Division.

The Personnel Division will complete a Job Analysis, obtaining addi-
tional data when necessary, to provide the standards and proper
classification will be given each request.

Final action on the request will be taken by the Administrative
Director. If approved, the Personnel Division will make the necessary
adjustments in classification, and all offices concerned will be
notified of the action.

PERSONNEL NOTES

Operator: IT I, Special Collections, open now.
Classification: Marilyn Brown, Assistant, March 14.