

June 9, 2023

TO: RAILS Board of Directors

FROM: Monica Harris, Executive Director

SUBJECT: RAILS Organizational Chart and Pay Grade Assignments FY2024

In your packet you will find the proposed updates to the RAILS Organizational Chart and RAILS Pay Grade Assignments, per the FY2024 budget approved by the Board at the May meeting. Thanks to Human Resources Manager Samantha Daly for her preparation of these updates.

Please note that due to space limitations, the Organizational Chart is not strictly hierarchical. Double borders on the chart indicate supervisory responsibility or a manager designation.

Changes to Pay Grade structure are as follows:

- Due to an increased level of responsibility in one Administrative Assistant's role, an outside analysis of the job description was completed by HR Source. As a result, the position of an Administrative Assistant was changed to Special Projects Coordinator and was reclassified from a Pay Grade 4 to a Pay Grade 6.
- An addition of a Human Resources Assistant is included in the updated paygrade structure. The HR Assistant (Pay Grade 4) will support the organization's human resources needs as whole, as workload related to labor turnover, policy development, support related to the Union that represents a portion of the Delivery staff, and best practice as it relates to Equity, Diversity, and Inclusion.
- Delivery Driver, Sorter, and Floater positions were move from Pay Grade 1 to Pay Grade 2 to accommodate the starting wage of the regular delivery employees and the addition of the union members.

Changes to the Organizational Chart are as follows:

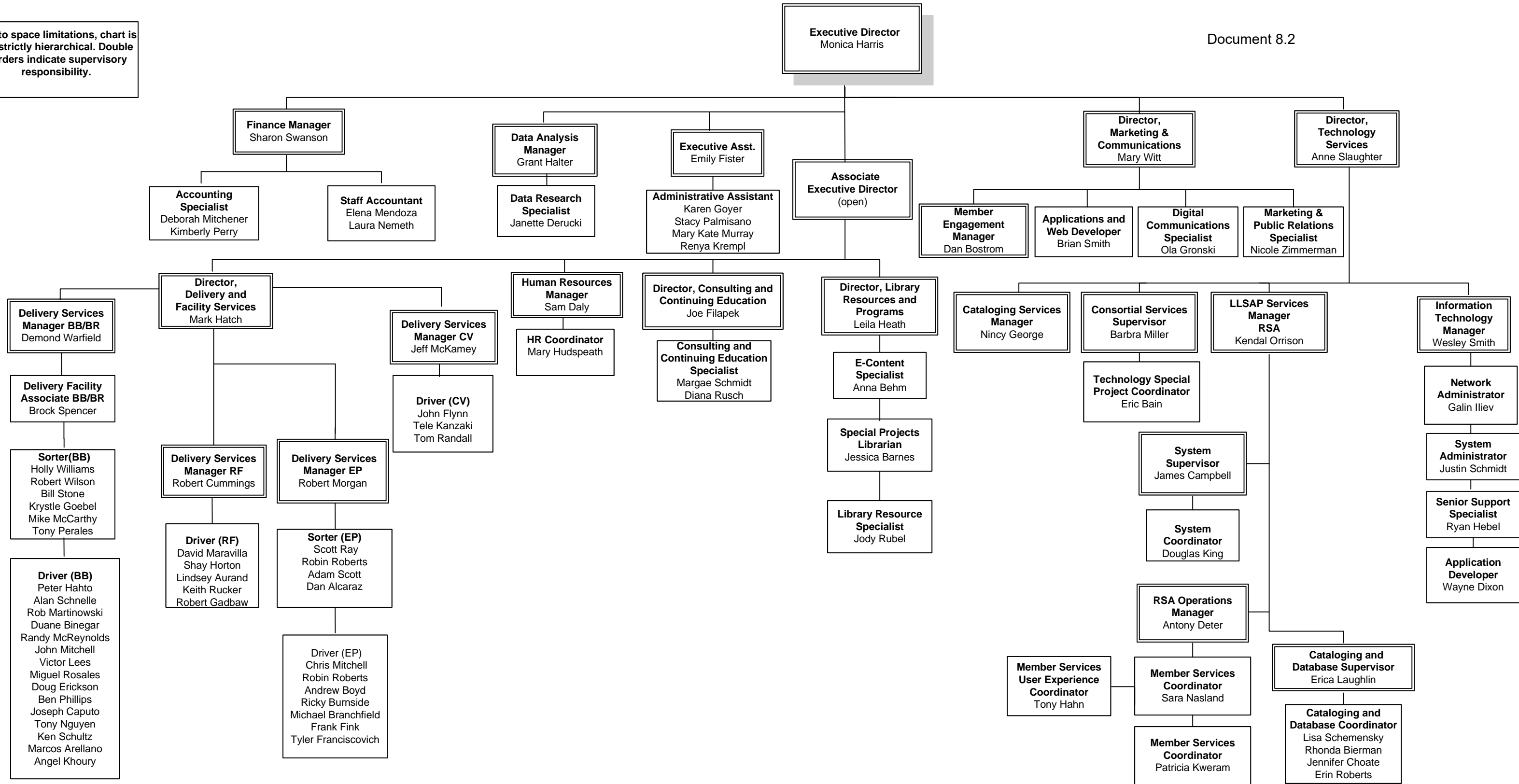
New Hires

Tyler Franciscovich - 1382	Driver	2/13/2023
Laura Nemeth - 1383	Staff Accountant	3/6/2023
Renata Kreml - 1385	Administrative Assistant	3/17/2023
Kenneth Schultz - 1386	Driver/Floater	3/21/2023
Daniel Alcaraz - 1387	Sorter	4/7/2023

Changes to the Org Chart
(cont.):

Marcos Arellano - 1388	Driver/Floater	5/30/2023
Angel Khoury - 1389	Driver/Floater	5/30/2023
Antony Deter - 1390	RSA Operations Manager	6/5/2023

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REACHING ACROSS ILLINOIS LIBRARY SYSTEM
PAY GRADE ASSIGNMENTS
Based on a 37.5 Hour Workweek
Effective July 1, 2023

Pay Grade	FLSA	Position Title	Range Minimum	Range Midpoint	Range Maximum
14	E	Associate Executive Director	\$122,736	\$153,420	\$184,104
			\$62.94	\$78.68	\$94.41
13		Hold for future restructuring	\$109,250	\$136,562	\$163,875
			\$56.03	\$70.03	\$84.04
12		Hold for future restructuring	\$97,244	\$121,556	\$145,867
			\$49.87	\$62.34	\$74.80
11	E	Director, Technology Services	\$86,559	\$108,199	\$129,838
			\$44.39	\$55.49	\$66.58
10	E	Director, Marketing & Communications	\$77,047	\$96,309	\$115,571
		LLSAP Services Manager	\$39.51	\$49.39	\$59.27
		Director, Delivery and Facility Services			
		Director of Consulting and Continuing Education			
		Information Technology Manager			
		Director of Library Resources and Programs			
9	E	Finance Manager			
		Applications Developer	\$68,581	\$85,726	\$102,871
		Application and Web Developer	\$35.17	\$43.96	\$52.75
		Member Engagement Manager			
		Human Resources Manager			
8	E	RSA Operations Manager			
		RSA System Supervisor	\$61,045	\$76,306	\$91,568
		Data Analysis Manager	\$31.31	\$39.13	\$46.96
		Network Administrator			
		RSA Operations Supervisor			
		System Administrator			
		RSA Cataloging and Database Supervisor			
		Consortial Services Supervisor			
7	E	Cataloging Services Manager			
		Staff Accountant	\$54,336	\$67,921	\$81,505
		Technology Special Projects Coordinator	\$27.86	\$34.83	\$41.80
		RSA System Coordinator			
		E-Content Specialist			
		RSA Member Services Supervisor			
		Delivery Services Manager			
		Executive Assistant			
6	E	Data Research Specialist			
		Special Projects Librarian	\$48,366	\$60,457	\$72,548
		Marketing and Public Relations Specialist	\$24.80	\$31.00	\$37.20
		Consulting and Continuing Education Specialist			
		RSA Design, Marketing, and Administrative Coordinator			
		RSA Cataloging & Database Coordinator			
		Human Resources Coordinator			
		Digital Marketing & Communications Specialist			
		Library Resource Specialist			
5	NE	Special Projects Coordinator			
		RSA Member Services Coordinator	\$43,051	\$53,814	\$64,576
		RSA Member Services User Experience Coordinator	\$22.08	\$27.60	\$33.12
4	NE	Senior Support Specialist			
		Accounting Specialist	\$38,321	\$47,901	\$57,481
		Delivery Lead/Facility Associate	\$19.65	\$24.56	\$29.48
		Administrative Assistant			
3	NE	Human Resources Assistant			
		RSA Cataloging and Database Senior Specialist	\$34,110	\$42,638	\$51,165
2	NE		\$17.49	\$21.87	\$26.24
		Sorter/Driver	\$30,361	\$37,952	\$45,542
		Floater	\$15.57	\$19.46	\$23.35
1	NE	Driver/Sorter			
			\$27,025	\$33,782	\$40,538
			\$13.86	\$17.32	\$20.79