



June 14, 2024

TO: RAILS Board of Directors

FROM: Monica Harris, Executive Director

SUBJECT: RAILS Organizational Chart and Pay Grade Assignments FY2025

In your packet you will find the proposed updates to the RAILS Organizational Chart and RAILS Pay Grade Assignments, per the FY2025 budget approved by the Board at the May meeting. Thanks to Human Resources Manager Samantha Daly for her preparation of these updates.

Pay Grade Assignments and Benchmarking Process:

At RAILS, our employees are our most valuable asset. As part of our commitment to fair and equitable compensation, this year we completed a full benchmarking analysis with HR Source. Department heads along with staff reviewed and updated their job descriptions and we submitted them to HR Source for analysis. HR Source then compared each description to current, valid, and reliable compensation market data. Analysis includes special attention to requisite knowledge, skills, abilities, and qualifications (including education and experience) along with actual job duties. All data presented was trended to July 1, 2024.

A pay equity analysis, focused on comparing employees' annual salaries to the midpoint of their pay ranges, was also completed. If an employee has a ratio of 100% of the midpoint of their range, they would be considered "at market." The overall equity for RAILS in this last analysis was at 97%, which indicated that when overall employee pay rates were compared to the overall market-based pay structure, the pay rate lagged the structure by 3%. With the 3% salary increase that the Board approved as part of the budgeting process in May, we have reached an overall ratio of 100% for FY2025, which is our "at market" target.

Our existing compensation structure was also developed by HR Source in 2020. Since 2020, we have increased the salary ranges annually, according to the CPI and as recommended by HR Source, in order to remain competitive. HR Source recommends re-benchmarking every three years, with our next benchmarking process scheduled for FY2028.

Organizational Chart:

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

Organizational Chart (cont.):

Over the past year and a half, we've conducted a general review of RAILS' organizational structure. This review included seeking feedback from HR Source through our benchmarking process. Our objective is to ensure RAILS remains innovative, efficient, and continues to prioritize exceptional member service.

Based on that review, I'd like to recommend the following changes to the RAILS organizational chart. All of these changes were incorporated into the FY2025 budget approved by the RAILS Board in May.

- Sam Daly will be promoted from HR Manager to HR Director, joining our Executive Team.
- Sharon Swanson will be promoted from Finance Manager to Finance Director, also joining the Executive Team.
- Karen Goyer will be promoted from Administrative Assistant to Special Projects Coordinator.
- The addition of an additional Library Resource Specialist position to support RAILS' Deals and Discounts program.
- The Find More Illinois program (consisting of the Consortial Services Supervisor and Technology Special Project Coordinator) will move under the direction of Leila Heath, Director of Library Resources and Programs.
- The Data department (consisting of the Data Analysis Manager and the Data Research Specialist) will move under the direction of Anne Slaughter, Director of Technology Services.

We look forward to further discussion at the June meeting.

**Reaching Across Illinois Library System
Pay Grade Assignments
Based on a 37.5 Hour Workweek
Effective: July 1, 2024**

| Pay Grade | FLSA | Position Title | Range Minimum | Range Midpoint | Range Maximum |
|------------|------|---|---------------|----------------|---------------|
| AED | E | Associate Executive Director | \$124,170 | \$155,212 | \$186,255 |
| | | | \$63.68 | \$79.60 | \$95.52 |
| 11 | E | Director, Technology Services | \$91,120 | \$113,899 | \$136,679 |
| | E | Finance Director | \$46.73 | \$58.41 | \$70.09 |
| 10 | E | Director of Library Resources and Programs | \$81,182 | \$101,477 | \$121,773 |
| | E | Director, Consulting & Continuing Education | \$41.63 | \$52.04 | \$62.45 |
| | E | Director, Delivery and Facility Services | | | |
| | E | Director, Marketing & Communications | | | |
| | E | Human Resources Director | | | |
| | E | Information Technology Manager | | | |
| | E | LLSAP Services Manager | | | |
| 9 | E | Application Developer | \$72,328 | \$90,410 | \$108,492 |
| | E | Applications and Web Developer | \$37.09 | \$46.36 | \$55.64 |
| | E | RSA Operations Manager | | | |
| 8 | E | Cataloging Services Manager | \$64,440 | \$80,550 | \$96,660 |
| | E | Consortial Services Supervisor | \$33.05 | \$41.31 | \$49.57 |
| | E | Data Analysis Manager | | | |
| | E | Member Engagement Specialist | | | |
| | E | Network Administrator | | | |
| | E | RSA Cataloging and Database Supervisor | | | |
| | E | RSA System Supervisor | | | |
| | E | System Administrator | | | |
| 7 | E | Data Analyst | \$57,412 | \$71,765 | \$86,118 |
| | E | Delivery Services Manager | \$29.44 | \$36.80 | \$44.16 |
| | E | E-Content Specialist | | | |
| | E | RSA System Coordinator | | | |
| | E | Staff Accountant | | | |
| | E | Technology Special Projects Coordinator | | | |
| | NE | Executive Assistant | | | |
| 6 | E | Consulting and Continuing Education Specialist | \$51,151 | \$63,938 | \$76,726 |
| | E | Digital Marketing & Communications Specialist | \$26.23 | \$32.79 | \$39.35 |
| | E | Human Resources Coordinator | | | |
| | E | Library Resource Specialist | | | |
| | E | Marketing and Public Relations Specialist | | | |
| | E | Special Projects Librarian | | | |
| | NE | Special Projects Coordinator | | | |
| 5 | E | RSA Cataloging & Database Coordinator | \$45,572 | \$56,965 | \$68,358 |
| | NE | RSA Member Services Coordinator | \$23.37 | \$29.21 | \$35.06 |
| | NE | RSA Member Services User Experience Coordinator | | | |
| | NE | Senior Support Specialist | | | |

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| 4 | NE | Accounting Specialist | \$40,602 | \$50,753 | \$60,903 |
| | NE | Administrative Assistant | \$20.82 | \$26.03 | \$31.23 |
| | NE | Delivery Lead/Facility Associate | | | |
| | NE | Human Resources Assistant | | | |
| 3 | | No Jobs Evaluated | \$36,174 | \$45,217 | \$54,261 |
| | | | \$18.55 | \$23.19 | \$27.83 |
| | | | | | |
| 2 | NE | Driver/Sorter | \$32,229 | \$40,286 | \$48,343 |
| | NE | Floater | \$16.53 | \$20.66 | \$24.79 |
| | NE | Sorter/Driver | | | |

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