

Request #150

Status

Approved by CMO

- Reclassification or New Stratification Request Form

Reclassification Request

A Reclassification Request is used when a team member’s position has evolved beyond their current job description. As the needs of our Department and organization change, some roles may require new responsibilities, skillsets, or focus areas. This form helps ensure that the position accurately reflects the work being performed.

New Stratification Request

A New Stratification Request is used to establish a position leveling structure (e.g., I, II, III; Senior; Lead) that does not currently exist in the pay plan. This allows Departments to clearly define growth, progression, and career pathways for roles within the organization.

Note: If your Department already has an existing stratification and you are requesting that a team member move to a different level within that structure, please complete the **Position Change Request Form** instead of this form.

Has this request been approved by HR?

Yes

What type of request is this?

Reclassification

Submitted By

Johnson, Cole

Department

[Library](#)

Department - Director Name

Johnson, Cole

This will auto-fill upon Save

Current Information - Reclass

Team-member you are requesting to reclass/change stratification

Vacant

Current Position

Librarian II

Current Pay Grade

Y

Current Salary

\$65,050.83

Not Applicable for Seasonal Positions

Current Type

Full Time Exempt

Proposed Changes - Reclass

Proposed Title - Reclassification

2x PTR Library Assistant I

Proposed Type

Part Time Regular .75 FTE

Proposed Pay Grade

N

Proposed Salary

17.56

Not Applicable for Seasonal Positions

Proposed Effective Date of Change

05-05-2026

Which budget line item will be permanently reduced to cover the costs? If there is no associated cost, please enter N/A.

Reclasses that cannot be absorbed within your current budget (permanent reduction of a line-item to cover the costs) must be submitted during the budget process for review and consideration.

Does this change/modify reporting structure?

Yes

Describe the new reporting structure

The two PTR Library Assistants will be based out of the Main Library but serve both locations. One will be tasked with supporting Youth Services (the vacant Librarian II was a Youth Librarian) and the other with performing outreach in the Library Express along with desk hours and programming support.

Explanation of Request**Proposal for Reclassification**

The Library Department proposes a strategic reclassification of one (1) vacant Full-Time Librarian II position into two (2) Part-Time Regular (PTR) positions. Courtney Meissner's last day in her position is April 30, 2026.

This pivot optimizes current operational throughput by addressing immediate service gaps in the Children's and Collection Services departments while capturing significant fiscal savings prior to the Southeast Branch expansion.

Financial Analysis & Logic

The transition from a single FTE to a bifurcated PTR model results in a direct reduction of personnel expenditures while significantly adding to service hour capacity.

Current State (FTE Librarian II):

- **Base Pay:** \$63,050.83
- **Salary with Benefits:** \$93,549.17

Proposed State (2x PTR Positions):

- **Hourly Rate:** \$17.56
- **Weekly Hours:** 29.5 per position (59 total weekly hours)
- **Annual Cost per Position:** \$27,393.60
- **Total Annual Cost with Benefits (two positions):** \$70,779.58

Fiscal Impact:

- **Total Annual Cost Savings:** \$22,769.58
- **Efficiency Gain:** +19 hours of weekly labor coverage compared to a standard 40-hour FTE.

Operational Rationale

This Librarian II position was serving in a secondary capacity at the Main Library (Madeline Nezat is our Main Children's Librarian) while awaiting transfer to the Southeast Branch. As that facility is not yet operational, the full-time professional oversight is currently redundant. A comprehensive staffing study will be conducted closer to the branch opening to determine the finalized complement.

In the interim, these two PTR roles will solve specific "friction points" in our current system:

- **Role A (Children's Department):** Will backfill Courtney's hours and provide critical support for the high-volume Children's programming.
- **Role B (Collection Services):** Will support outreach initiatives via the Library Express and accelerate materials processing/technical services.

Strategic Advantages

- **Expanded Coverage:** PTR staff traditionally provide the backbone for night and weekend shifts. This reclassification allows the Library to increase its service footprint during peak patron hours.
- **Agility:** This staffing approach allows the department to maintain high output in Outreach and Youth Services while remaining fiscally lean.

Attachments

If the File Manager section below doesn't show, You must hit **"Save and Keep Working"** in order to upload files.

To support and justify a **reclassification**, please complete the following:

[Qb Plugin-Launch File Manager](#)

1. **Attach the current job description with redlined/tracked changes** highlighting proposed updates. *(Required)*
2. **Attach an updated Organization Chart** reflecting the proposed change (if reporting structure is changing).
3. **Optional:** Upload any other supporting documentation relevant to the request.

To support and justify a position **stratification**, please upload the following documents:

- Job Description for each level of stratification

Approvals/Review

Director Review

Directors, PLEASE add comments before hitting Approve/Deny!

Director Comments

The reclassing of a vacant Librarian II position to two PTR Library Assistants will add more public service hours and flexibility in our staffing.

Director Review

Approved

Reviewed By

Johnson, Cole

Reviewed

05-05-2026 04:54 PM

HR Review

HR Review

Approved

Reviewed By

Miears, Becca

Reviewed

05-22-2026

HR Notes

Cost analysis was completed for converting the position structure and increasing PTR Library Assistant staffing. Analysis included full benefit costs for both FT and PTR positions.

Estimated savings of \$22,769 if both PTR Library Assistants are hired at base pay (\$17.56/hour). Even at midpoint (\$21.07/hour), there is still an estimated \$8,621 savings compared to prior Librarian II salary (Courtney at 39% range penetration at time of separation). Proposal results in measurable cost savings while increasing total service hours.

HR is supportive of this request. If approved by Finance/CMO, then HR can assist Library leadership in taking to Council for the FTE change (1.0 --> 1.50).

Finance Team

Finance Notes - Please detail where cost savings have been identified or other important financial notes

Per HR's analysis, this request would result in cost savings.

CMO Review

CMO Email

JMatney@newbraunfels.gov

CMO Notes

Review

Approved

Reviewed By

Reviewed