



County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
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<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

November 25, 2008

Board of Supervisors
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Third District

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To: Supervisor Yvonne B. Burke, Chair
Supervisor Gloria Molina
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
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From: William T Fujioka
Chief Executive Officer

PUBLIC LIBRARY MANAGEMENT APPOINTMENT EXCEEDING 10 PERCENT INCREASE

Consistent with the August 4, 1998 Board-approved policy on managerial salaries, we have reviewed the attached Public Library request and recommend Board approval to appoint Ms. Maria Rubio to the Head, Support Services, Library item with a salary of \$6,588.56 monthly and/or \$79,062.72 annually. The requested salary would place Ms. Rubio on Step 4 of the S8 item and would provide for a 12.78 percent increase over her current base salary of \$5,842.09 monthly and/or \$70,105.08 annually.

Ms. Rubio will report to the Library's Assistant Director, Finance and Planning. She will be assigned the responsibility of overseeing the Staff Services Section consisting of eight administrative and clerical staff assigned to the Developer Fee, Library Headquarters Support Services, and Special Tax Units.

Ms. Rubio has worked over 11 years on either a full-time or part-time basis for both the Public Library and the Department of Consumer Affairs. She has a Bachelor of Science degree in Accounting from the University of Santo Tomas, Manila, Philippines and she is a Certified Public Accountant Candidate.

Based upon the information provided by the Department, we recommend that this recommendation be approved. In accordance with the policy on managerial salaries, please advise this office if you would like this request placed on an upcoming agenda for Board action. Unless otherwise instructed by December 12, 2008 we will authorize the Department to proceed with this appointment.

If you require additional information, please contact me, or your staff may contact David Wei at (213) 893-2534.

WTF:LS
RG:DW:kd

Attachment

c: Executive Officer, Board of Supervisors
County Counsel
County Librarian
Director of Personnel

Maria Rubio.doc

"To Enrich Lives Through Effective And Caring Service"

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Intra-County Correspondence Sent Electronically Only**

MARGARET DONNELLAN TODD
COUNTY LIBRARIAN

July 7, 2008

002
(7-16-08)

To: William T Fujioka
Chief Executive Officer

From: Margaret Donnellan Todd
County Librarian

M. Todd

Subject: **REQUEST TO APPOINT PARTICIPANT ONTO MANAGEMENT
APPRAISAL AND PERFORMANCE PLAN (MAPP)**

In accordance with applicable MAPP requirements, the Public Library is requesting approval to appoint Maria L. Rubio as Head, Support Services, Library, Item 8351, Schedule/Range S8, Step 8, \$7,415.48, effective immediately. The requested step is within the range that can be authorized by department heads for incoming MAPP participants.

With Ms. Rubio's appointment, this position will be filled on a permanent basis for the first time in more than five years. In 2003, Ms. Rubio first assumed the role of Head, Support Services, Library; however, her payroll title was Head, Staff Services, a position she held with the Department of Consumer Affairs and continued to hold after a lateral transfer to the Public Library. Although she received out-of-class compensation, she was not appointed to the higher-level position prior to her resignation from County service effective August 31, 2005. She subsequently returned on a part-time basis as a temporary employee and continued to provide vital leadership to Staff Support Services. We are now requesting to reinstate her as a permanent employee and place her on the Management Appraisal and Performance Plan salary step that is commensurate with her experience, education and value to the Public Library.

As a direct report to the Library's Assistant Director, Finance and Planning, in addition to directing the work of nine employees in the Staff Services Section, this position administers the Library's special tax and developer fee programs. In this regard, the incumbent does the following:

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July 7, 2008
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- Uses and maintains a GIS database of special tax parcels and library service area information to allow the systematic distribution of special tax revenue among participating libraries;
- Analyzes and monitors parcel annexations and detachments to determine impact on library services;
- Collects and processes developer fees and interprets program requirements to developers; and
- Analyzes environmental impact reports and other environmental planning documents to determine the impact of development projects on library facilities and services, and prepares responses to the Department of Regional Planning, cities, planning consultants and other planning agencies.

While the foregoing duties are among the most complex performed by the incumbent, the list is by no means exhaustive. The position also coordinates and supervises the filing of Board meeting agenda items with the Chief Executive Office and Executive Office of the Board of Supervisors, including reviewing Board letter content and format, making recommendations on potential Board meeting dates to Library managers, and responding to questions from the Executive Office of the Board of Supervisors.

Following Ms. Rubio's resignation, the Library sought to fill the position; however, was unsuccessful in its attempts to find someone whose experience was compatible with the knowledge, skills and abilities required to successfully complete the assigned tasks. We are fortunate that Ms. Rubio has agreed to return to the Library on a permanent basis to resume the tasks that she has done previously, earning a rating of "Outstanding" on the last annual performance evaluation.

Our request to place her on Step 8 considers the need to correct a long-standing inequity and provide the same incoming salary that would be available to a new-hire who had yet to prove him- or herself as the Head of the Library's Staff Services Unit. We believe this request to be reasonable and consistent with our intensified efforts to recruit and retain administrative staff committed to the County Library and its strategic goals and request approval to make a job offer immediately. Her resume is enclosed along with Item Control information and organization chart.

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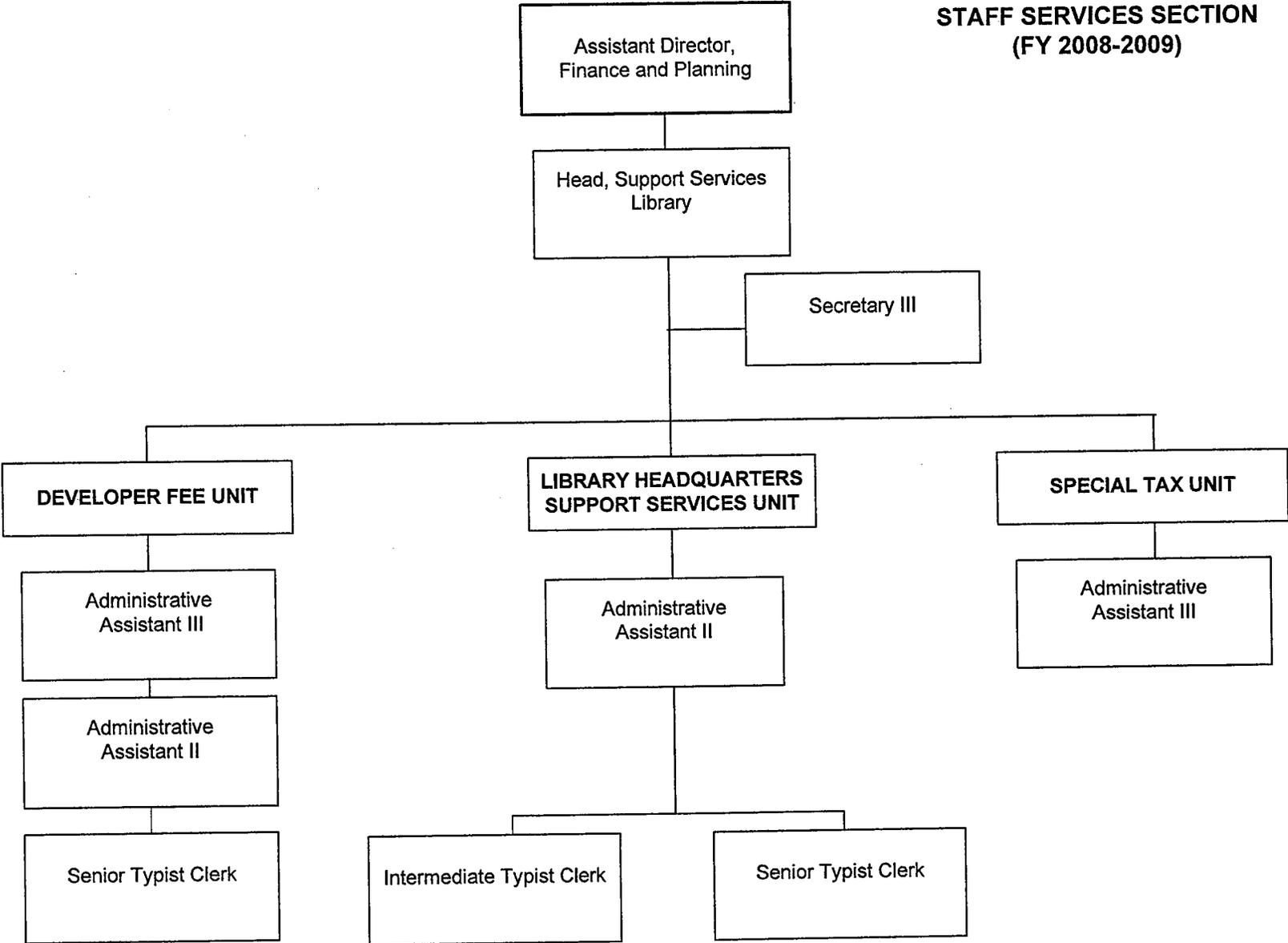
Should you or your staff have questions or need additional information, please contact me at (562) 940-8400 or Velma Blue, Head, Human Resources Development, at (562) 940-8431.

flash:MAPP/708mr

Attachments

c: David Flint

**COUNTY OF LOS ANGELES PUBLIC LIBRARY
 FINANCE AND PLANNING DIVISION
 STAFF SERVICES SECTION
 (FY 2008-2009)**



MARIA L. RUBIO

OBJECTIVE

Head, Support Services, Library

EDUCATION

- Bachelor of Science in Accounting
University of Santo Tomas , Manila, Philippines
March 1988, Cum Laude
 - Certified by the International Education Research Foundation Inc.,

LICENSE

- Certified Public Accountant (CPA) Candidate
 - Passed all parts of the Uniform CPA Examination given by the California State Board of Accountancy

SKILLS

Knowledge of the County Budgeting Process, Fiscal Policies and Procedures, and Board letter process; Proficient in Microsoft Access, Microsoft Excel, and Microsoft Word; 10-key by touch; typing by touch.

CURRENT DUTIES AND EXPERIENCES

HEAD, STAFF SERVICES (Acting Head, Support Services, Library)

April 1, 2006 - Present (Temporary employee)

April 16, 2003 - August 31, 2005 (Permanent employee)

As a permanent employee, received Out-of-Class Bonus for the position of Head, Support Services, Library; also received Additional Responsibilities compensation for dual role as Head, Support Services and Head, Fiscal Services from January 1, 2005 – August 31, 2005

COUNTY OF LOS ANGELES PUBLIC LIBRARY
STAFF SERVICES SECTION

1. Reports to the Assistant Director of Finance and Planning (Administrative Deputy).
2. Plans, assigns, directs and evaluates the work of staff in Staff Services Section.
3. Provides special assistance to the Assistant Director, Finance and Planning by undertaking special assignments related to administration and day-to-day operations.
4. Supervises housekeeping functions at the Library Headquarters including the reception desk, front entry door, parking space assignment and monitoring, catering truck, and vending machine.
5. Supervises administrative and clerical, including word processing, reproduction, and mailing support services to the Executive office and other sections in Administrative Services Division,.
6. Coordinates and supervises the filing of Board meeting agenda items with the Chief Executive Office and Executive Office of the Board of Supervisors, including reviewing Board letter content and format, making recommendations on potential Board meeting dates to Library managers, and responding to questions from the Agenda Preparation Unit of the Executive Office of the Board of Supervisors.

7. Reviews the weekly Board meeting agenda and alert the Library managers to items related to Library issues and operations and to other items that may be of interest to Library staff.
8. Maintains, for future reference, a comprehensive file of Board letters and motions relating to Library issues and operations, and provides copies to Library staff as requested.
9. Administers the lease and maintenance of 15 staff-use photocopiers located at Library administrative buildings and regional libraries, including the periodic replacement of these photocopiers every three years.
10. Administers the operation of the Library's special tax program, including the annual tax setting process, responding to public inquiries, and overseeing the day-to-day administration of a Board-approved service agreement.
11. Uses and maintains a GIS database of special tax parcels and library service area information to allow the systematic distribution of the special tax revenue among the libraries participating in the special tax program.
12. Analyzes and monitors parcel annexations and detachments to determine impact on library services.
13. Administers the operation of Library's developer fee program, including the collection and processing of fees, responding to public inquiries and interpretation of program requirements to developers.
14. Analyzes environmental impact reports and other environmental planning documents to determine the impact of developments projects on library services and prepares responses to the Department of Regional Planning, cities and planning consultants.
15. Monitors pending development projects in Los Angeles County to determine potential impact on library services and facilities, and potential developer fee revenues from these projects.
16. In the absence of the Assistant Director, Finance and Planning, acts as the Library's representative in planning meetings conducted by Regional Planning, including the Mello-Roos Task Force and monthly Subdivision Committee Meeting.
17. Acts as the Library's Records Management Coordinator on matters relating to the Chief Executive Office's County records management initiative.

HEAD, STAFF SERVICES (Acting Head, Fiscal Services)

January 1, 2005 - August 31, 2005

Received Additional Responsibilities compensation for dual role as Head, Support Services and Head, Fiscal Services from January 1, 2005 – August 31, 2005

COUNTY OF LOS ANGELES PUBLIC LIBRARY
FISCAL SERVICES SECTION

1. Reported to the Chief Deputy County Librarian.
2. Planned, assigned, directed and evaluated the work of staff in Fiscal Services Section.
3. Responsible for making recommendations to the Executive management on all issues related to accounting, budget and fiscal compliance.
4. Responsible for all functions related to the preparation and monitoring of a \$100 million budget.

5. Responsible for all functions related to expenditures, revenues, grant and trust accounting.
6. Responsible for ensuring the Department's compliance with Countywide fiscal policies and procedures.

HEAD, STAFF SERVICES

February 1, 2000 - April 15, 2003

ADMINISTRATIVE ASSISTANT III

December 6, 1999 - January 31, 2000

COUNTY OF LOS ANGELES

DEPARTMENT OF CONSUMER AFFAIRS

ADMINISTRATIVE SERVICES DIVISION

1. Reported to the Director of Consumer Affairs.
2. Served as the Department's Administrative Deputy and Chief of Administrative Services Division.
3. Planned, assigned, directed and evaluated the work of staff in Administrative Services Division.
4. Responsible for all functions related to the preparation, monitoring and negotiation of the Department's \$4 million budget.
5. Responsible for all fiscal-related functions including the accounting of nine grants and 8 trust accounts, and the Internal Control Certification Program.
6. Responsible for all functions related to procurement, contracts, information technology, office remodeling and facilities maintenance, and all other administrative functions.
7. Maintained statistical information for the purpose of documenting and measuring workload.
8. Represented the Department in dealings with the Chief Administrative Office, Auditor-Controller, Chief Information Office, Executive Office of the Board of Supervisors, Internal Services Department, and grant agencies.
9. Served as the Department's coordinator for various activities mandated by the Board and the CEO, including Emergency Preparedness, Injury and Illness Prevention Program, Return-to-Work, etc.

ADMINISTRATIVE ASSISTANT III

November 7, 1997 - December 5, 1999

ACCOUNTANT III

July 26, 1996 - November 6, 1997

Received Out-of-Class Bonus for the position of Administrative Assistant III, effective 8/26/96

COUNTY OF LOS ANGELES PUBLIC LIBRARY

FISCAL SERVICES SECTION

1. Reported to the Head of Fiscal Services.
2. Under the guidance of the Head of Fiscal Services, and the Public Library's executive management, prepared the Department's Budget Request according to the instructions provided by the Chief Administrative Office (CAO).

2. Under the guidance of the Head of Fiscal Services, and the Public Library's executive management, assisted the CAO Budget Analyst in developing the CAO Proposed Budget and the Final Adopted Budget.
3. Under the guidance of the Head of Fiscal Services, and the Public Library's executive management, prepared budget adjustments that requires approval from the Board of Supervisors and the CAO.
4. Assisted the Head of Fiscal Services in meeting with the County Library managers and executives.
5. Prepared and maintained the Department's line item and program spending plan.
6. Monitored departmental encumbrances and expenditures within approved appropriation limits and ensured that they are authorized in the spending plan adopted by the executive management.
7. Monitored collections and accruals of departmental revenues based on budgeted estimates.
8. Prepared quarterly and multi-year forecasts, management reports and office correspondence.
9. Provided analytical support to departmental managers on budgetary issues, such as the financial consequences of program decisions, or the potential impact of pending legislation and rules of regulatory bodies to the Department's financing.
10. Interacted with staff in the accounting and procurement sections of the Department. Communicated with managers and staff in the CAO, Auditor-Controller, other Departments and outside agencies.
11. Planned and conducted the review of the existing internal control procedures in cash handling of the Fiscal Services unit. Completed a report of finding and recommendations.
12. Performed special assignments. For example, Conducted a 3-day onsite review of the City of Lancaster's financial records relating to the cost of the construction (about \$13.5 million) of its public library; Reviewed 127 documents; Discovered \$170,000 of duplicate payments and \$16,000 of duplicate accounting entries; Wrote a report of findings and recommendations which was submitted to the County Library management and the Finance Director of the City of Lancaster.

ACCOUNTANT II

COUNTY OF LOS ANGELES - DEPARTMENT OF MENTAL HEALTH
BUDGET & REIMBURSEMENT DIVISION - BUDGET SECTION

November 1994 - July 25, 1996

Received Out-of-Class Bonus for the position of Health Care Financial Analyst, effective 11/22/95

1. Participated in the preparation and completion of the Department's County Budget Request
2. Assisted in monitoring salaries and employee benefits expenditures and preparing monthly projections.
3. Authorized first level approval for on-line encumbrances.
4. Accessed financial data electronically from the Countywide Accounting and Purchasing System (CAPS), the Countywide Payroll System (CWPAY), and the Countywide Timekeeping and Payroll Personnel System (CWTAPPS) mainframe systems using FOCUS and TSO applications.
5. Electronically reconciled CAPS and CWPAY information on a monthly basis.

6. Designed, developed and maintained various database management systems for salaries and employee benefits using Microsoft Access.

ACCOUNTANT II

November 1991 - December 1992

ACCOUNTANT I

September 1990 - October 1991

Received Out-of-Class Bonus for the position of Accountant II, effective 7/21/91

COUNTY OF LOS ANGELES

DEPARTMENT OF MENTAL HEALTH

BUDGET & REIMBURSEMENT DIVISION - COST REPORT SECTION

Assisted in the preparation of expenditure reports for Federal grants and other special grant-funded programs; Participated in the preparation and completion of the annual State Year-end Cost Report.

ACCOUNT CLERK I

February 1989 - July 1990

COUNTY OF LOS ANGELES

DEPARTMENT OF TREASURER AND TAX COLLECTOR

INTERNAL CONTROLS SECTION

Daily accounting and record keeping of investments of Los Angeles County and Los Angeles Unified School District.

REFERENCE

Available upon request.