

## Description of Task Review

### Description

The Priority Strategic Coordinating Committee 1-2 began the review and definition of library tasks in 2001. It was determined at that time that the group would focus on tasks performed by classified staff for the initial analysis.

### Methodology

The Tasks subgroup obtained Duty Area Definition Worksheets from all classified positions budgeted at the outset of the initial review. An Access database was created to allow entry of the data by committee members. The database combined information on position levels, departments, tasks and duty areas.

As the subgroup entered the data it was clear that definitions of tasks by supervisors were inconsistent. In order to reach consistency in task descriptions, the subgroup divided the tasks into six primary categories. A listing of the categories, their definitions, and appropriate subcategories are listed in *Subject Category List for Tasks*.

The subgroup then continued by placing the tasks in subcategories and standardizing the language.

The enclosed spreadsheets are the results of the task language standardization.

### The Task Definition Spreadsheets

Task categories 1-3 are listed on "taskdefinitionsread1" while task categories 5-6 are defined in "taskdefinitionsread2". Task category 4 has yet to be reviewed for language standardization.

Tasks are listed alphabetically under categories (facilities management, cash handling, etc.). Each department is listed across the spreadsheet. Tasks that were identified as being performed within a department are noted by an "X".

### Problems with data collection

It is clear that not all tasks are represented in the study and that not all departments have all of the appropriate tasks assigned. The tool used for obtaining a list of tasks created some difficulties that are apparent with the study. The problems noted by the committee were:

- a) Supervisors do not provide the same level of detail in describing job standards
- b) Tasks have not been clearly defined and labeled across library units
- c) A number of tasks have been moved to other library departments and are not represented with the appropriate department
- d) New departments are not represented at all in the study
- e) Some significant tasks are performed by classified staff in some departments and by library faculty, non-classified staff, and part-time employees in others. These tasks are not fully represented across the library.

### Suggested follow-up

If the committee were to continue this activity, the following processes would be suggested:

- a) Complete task list for category 4
- b) Create a survey of tasks for department heads - identifying tasks that are no longer performed by departments, tasks that have transferred, tasks not originally attributed to a department, tasks not yet defined.
- c) Compare tasks lists with library program diagrams

The completed project could be used to standardize personnel standards, to identify redundancy

in tasks, and to identify library programs which are not supported by classified staff activities.