



The Urbana Free Library

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MEMORANDUM

TO: The City of Urbana, Civil Service Commission
FROM: Brian Robertson, Acquisitions Manager
RE: Report on Applications for Acquisitions Cataloging Clerk Position
DATE: September 24, 2021

A. Summary

The Urbana Free Library considered 91 applicants using a rubric based on the minimum qualifications for the position. Scores related to training and experience were added with Urbana preference points and multiplied to create a final score. Then, veteran status points were added as appropriate.

B. Background

The position was open for application from July 6, 2021 to August 8, 2021. The Urbana Free Library received 91 applications from applicants who met the minimum qualifications for the position. Five applicants opted out of giving ethnicity information on the EEO form and eight chose not to respond to gender, or didn't identify as male or female, so numerically the breakdown of the applicants who did give information is as follows:

Male: 32	Female: 58
Non-Minority: 79	Minority: 14

C. Application Screening

Information about applicant scoring can be found in Appendix A-D of this memo. Required qualifications included graduation from high school or equivalent, 25 words per minute keyboarding skills, and one year continuous, successful work experience. Two years prior successful Library experience and cataloging experience were preferred.



ACQUISITIONS CATALOGING CLERK – FULL TIME/PART TIME

JOB DESCRIPTION

Department:	Acquisitions Services	Benefits	Yes (pro-rated for PT)
Division:	Collection Access Services	Time:	General minimum of 39 hours per week for Full Time and 20 hours per week for Part Time. Part-time employees may work additional hours above the 20 base hours as requested by their supervisor for the Library's needs.
Job Type:	Civil Service (FT); Non-Civil Service (PT)	FLSA Status:	Non-Exempt
Reports To:	Acquisitions Manager	Pay Grade:	23

JOB SUMMARY

The Acquisitions Cataloging Clerk works in a highly automated environment and performs detailed technical and clerical work that involves receiving and processing of library materials; maintenance of the online catalog, including searching, selecting, editing, and data entry of bibliographic and item records; and maintenance of the physical collection including mending of materials and discarding damaged items. The Acquisitions Cataloging Clerk reports to the Acquisitions Manager.

ESSENTIAL FUNCTIONS

- Searches, selects, edits, and enters data into the online catalog.
- Performs descriptive cataloging.
- Works with librarians and department heads to maintain catalog integrity.
- Receives and processes Library materials.
- Corresponds with vendors and processes invoices.
- Prepares statistics as requested.
- Provides detailed processing instructions to Acquisitions Services hourly clerks.
- Monitors departmental workflow and assists in implementing procedures.

- Inventories collection.
- Participates in Library-wide committees and activities.
- Carries out other duties as assigned.

JOB REQUIREMENTS Education & Experience

- Graduation from high school or equivalent.
- 25 words per minute keyboarding skills.
- One year continuous, successful work experience required.
- Two years prior successful Library experience preferred.
- Cataloging experience preferred.

Knowledge of

- Word processing and spreadsheet software desired.
- General office and clerical procedures required.
- Polaris ILS and OCLC Connexion desired.

Skills

- Accurate keyboarding.
- Exceptional orientation to detail and neatness.
- Dependability and honesty.
- Physical strength and agility to perform assigned tasks.

Ability to

- Master complex, detailed routines.
- Understand and follow detailed oral and written instructions.
- Learn and follow all relevant Library policies.
- Complete work with speed and accuracy and handle frequent, sudden task changes effectively.
- Work in a team atmosphere in a consistently cooperative manner.
- Communicate effectively orally and in writing.
- Assume responsibility and work neatly, efficiently, and accurately without direct supervision.

Licenses, Certifications, and Memberships Required None.

CONTACTS: INTERNAL/EXTERNAL

- Daily contact with Acquisitions team members and other Library staff.
- Regular email or telephone contact with vendors and occasional meetings with vendor representatives.

SUPPLEMENTAL INFORMATION

Working Environment: *The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- The work will occur primarily at The Urbana Free Library.
- Occasionally, employee may attend off-site training or conferences.
- Typical work schedule is day-time, weekday hours, but schedule must be flexible to accommodate the needs of the department.

Physical Strength and Agility:

Physical strength and agility sufficient to perform assigned tasks:

- While performing the duties of this job, the employee is frequently required to walk, sit, and talk or hear.
- The employee is frequently required to use hands to handle, feel, or operate objects, tools, or controls; and reach with hands and arms.
- The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 50 pounds.
- Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; visually inspect work in progress; and the ability to adjust focus to both print and electronic text.
- Hearing: Hear in the normal audio range with or without correction.
- Other: Lifting, pushing, and keyboarding.

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The Urbana Free Library

Acquisitions Cataloging Clerk – Full Time/Part Time

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The Urbana Free Library is an Equal Opportunity Employer.

Last updated: June 2021

ACQUISITIONS CATALOGING CLERK



The Urbana Free Library

This is a full-time, non-exempt, Civil Service position.

The Urbana Free Library Welcomes Diversity!

We foster an environment that values and encourages mutual respect, inclusion of all people, and utilizing differences and similarities as an organizational asset. We welcome applications from diverse candidates and candidates who support diversity. EOE.

The provisions of this job bulletin do not constitute an express or implied contract. Any provisions contained within may be modified or revoked without notice.

Hiring Process for Acquisitions Cataloging Clerk

1. Online Application

Each applicant must submit a completed application for the position through the City of Urbana's website (<https://urbanaininois.us/jobs>) by **11:59 p.m., Sunday, August 8, 2021**. The application must include all information requested and relevant experience should be detailed.

2. Scoring of Applicants

The evaluation of minimum qualifications and relevant experience will determine the applicants who will be interviewed.

3. Panel Interviews

At least two people will be present on the panels. Applicants are asked a list of standard questions, but these questions don't require prior preparation. In the interviews, we will want to learn about you, your experiences, and how you would function in a library setting. We expect to schedule these interviews in late August.

4. Contacting References

We will contact former employers of interview finalists before making a decision.

5. Selection/Appointment

Although selection is based upon the successful completion of all of the above components, the nature of the selection process allows any single component to eliminate a candidate from further consideration. As a final step, the Library appoints a candidate from those who are available to accept the position. Per Civil Service rules, the appointed candidate shall be on probation for a period of six months.

APPENDIX C

Acq Cat Clerk Scoring 2021

	HS Graduate or equivalent (3 points)	Keyboarding skills (3 points)	1 year Continuous, successful work experience (3 points)	Cataloging/ Detailed clerical work (2 points)	Successful Library experience (2 points)	Polaris ILS [yes=1; no=0]	Connexion [yes=1; no=0]	Urbana preference (5 points)	Subtotal Score	Multiply x5	Veteran (5 points)	Total Score
MAXIMUM SCORE	3	3	3	2	2	1	1	5	20	100	5	105
Minimum Qualifications:												
Graduation from high school or equivalent.												
25 words per minute keyboarding skills.												
One year continuous, successful work experience.												
Two years prior successful Library experience preferred.												
Cataloging experience preferred.												
Required [3 points]	3	Meets job requirements										
	0	No experience or training mentioned										
Preferred [2 points]	2	2 years or more experience										
	1	Less than 2 years experience										
	0	No experience or training										

APPENDIX D



Disparate Impact Analysis

(an On-Line Internet based application)

Instructions: Please fill out the information into the form below. Once you have entered your data below, you may select the types of analysis to be conducted by checking the appropriate boxes. Then press the compute button at the bottom of the form to view the results.

Select the type of employment decision: Selection
Enter a title for your report:
2021 Full-Time Acquisitions Cataloging Clerk

Sex	Race	Age	Disability
Number of Male	Number of Non-Minority	Number of Younger	Number of Non-Disabled
32 Applicants	79 Applicants	Applicants	Applicants
30 Selected	74 Selected	Selected	Selected
Number of Female	Number of Minority	Number of Older	Number of Disabled
58 Applicants	14 Applicants	Applicants	Applicants
54 Selected	12 Selected	Selected	Selected

<input checked="" type="checkbox"/> -Adverse Impact <input checked="" type="checkbox"/> -Chi-Square <input checked="" type="checkbox"/> -Standard Deviation <input checked="" type="checkbox"/> -Confidence Intervals <input checked="" type="checkbox"/> Probability Distribution	Select the Statistical Tests you wish to execute by checking or unchecking the boxes on the left. Then press the 'Compute' button below.
	Compute
Display: <input checked="" type="checkbox"/> Description of Statistic <input checked="" type="checkbox"/> Interpretation of Results	

2021 Full-Time Acquisitions Cataloging Clerk

Adverse-Impact Report

[Adverse Impact](#) and the "four-fifths rule." - A selection rate for any race, sex, or ethnic group which is less than four-fifths (4/5ths) (or eighty percent) of the rate for the group with the highest rate will generally be regarded by the Federal enforcement agencies as evidence of adverse impact. [Uniform Guidelines on Employee Selection Procedures](#)

Rate of Female Applicants Selected	Rate of Male Applicants Selected	Adverse Impact Ratio for Female	Adverse Impact Ratio for Male
$(54/58) = 0.931$	$(30/32) = 0.9375$	$(0.931/0.9375)=0.99$	$(0.9375/0.931)=1.01$
Adverse impact as defined by the 4/5ths rule was not found in the above data.			

Rate of Minority Applicants Selected	Rate of NonMinority Applicants Selected	Adverse Impact Ratio for Minority	Adverse Impact Ratio for NonMinority
$(12/14) = 0.8571$	$(74/79) = 0.9367$	$(0.8571/0.9367)=0.92$	$(0.9367/0.8571)=1.09$
Adverse impact as defined by the 4/5ths rule was not found in the above data.			

Chi-Square Report

Observed Expected	Selected	Not Selected	Row Totals
Male	30 29.8667	2 2.1333	32
Female	54 54.1333	4 3.8667	58
Column Total	84	6	90
Chi-Square = 0.0139			
The value of the statistic is less than 3.841. This indicates that there is a 95 percent chance that these results have been obtained absent any form of bias. Therefore, you may conclude that these results fall within normal random variations and are not the result of bias.			

Observed Expected	Selected	Not Selected	Row Totals
NonMinority	74 73.0538	5 5.9462	79
Minority	12 12.9462	2 1.0538	14
Column Total	86	7	93
Chi-Square = 1.0817			
The value of the statistic is less than 3.841. This indicates that there is a 95 percent chance that these results have been obtained absent any form of bias. Therefore, you may conclude that these results fall within normal random variations and are not the result of bias.			

Standard-Deviation Report

The difference between the proportion of the protected class Selected and the proportion of all Applicants Selected has a normal distribution with a mean and standard deviation. The statistic is shown below:

$$\frac{(r / n) - p}{\sqrt{p * (1-p) / n * \sqrt{1-q}}}$$

*Analysis of proportion of Female Selected*where:

- **r = number of Female Selected.**
- **n = number of Selected (Female and Male).**
- **p = proportion of Applicants that are Female.**
- **q = proportion of Applicants Selected.**

	Selected	Not Selected	Row Totals
Male	30	2	32
Female	54	4	58
Column Total	84	6	90

$$r = 54$$

$$n = 84$$

$$p = 58 / 90 = 0.644$$

$$q = (54 + 30) / (58 + 32) = 0.933$$

Standard Deviation Statistic = -0.118

These results show that the proportion of Female Selected is -0.118 standard deviations below the proportion of Applicants Selected. A result of less than 2 standard deviations is generally considered non-significant.

*Analysis of proportion of Minority Selected*where:

- **r = number of Minority Selected.**
- **n = number of Selected (Minority and NonMinority).**
- **p = proportion of Applicants that are Minority.**
- **q = proportion of Applicants Selected.**

	Selected	Not Selected	Row Totals
NonMinority	74	5	79
Minority	12	2	14
Column Total	86	7	93

$$r = 12$$

$$n = 86$$

$$p = 14 / 93 = 0.151$$

$$q = (12 + 74) / (14 + 79) = 0.925$$

Standard Deviation Statistic = -1.04

These results show that the proportion of Minority Selected is -1.04 standard deviations below the proportion of Applicants Selected. A result of less than 2 standard deviations is generally considered non-significant.

Confidence Interval Report

The proportion of the protected class Selected has an expected value that would fall within a specified confidence interval.

The statistic is shown below:

Observed value = (r / n)

Expected value = p

Standard Deviation = $\sqrt{p * (1-p) / n} * \sqrt{1-q}$

Confidence Interval:

Lower Bound = $p - 1.96 * \text{Std Dev}$

Upper Bound = $p + 1.96 * \text{Std Dev}$

Analysis of proportion of Female Applicants Selectedwhere:

- r = number of Female Selected.
- n = number of Applicants Selected.
- p = proportion of Female among those Selected.
- q = proportion of Applicants Selected.

$r = 54$

$n = 84$

$p = (58/(58+32))=0.644$

$q = ((54 + 30)/(58 + 32))=0.933$

$(r/n)=54/84=0.6429$

The lower bound of the confidence interval is: $0.644-(1.96*0.013)=0.618$

The upper bound of the confidence interval is: $0.644+(1.96*0.013)=0.6709$

Confidence Interval = 0.618 to 0.6709

These results show that the proportion of Female Female ($r/n=0.6429$) is contained in the confidence interval. Therefore a finding of disparate impact is not supported by this data.

Analysis of proportion of Minority Applicants Selectedwhere:

- r = number of Minority Selected.
- n = number of Applicants Selected.
- p = proportion of Minority among those Selected.
- q = proportion of Applicants Selected.

$r = 12$

$n = 86$

$p = (14/(14+79))=0.151$

$q = ((12 + 74)/(14 + 79))=0.925$

$(r/n)=12/86=0.1395$

The lower bound of the confidence interval is: $0.151-(1.96*0.011)=0.1298$

The upper bound of the confidence interval is: $0.151+(1.96*0.011)=0.1713$

Confidence Interval = 0.1298 to 0.1713

These results show that the proportion of Minority Minority ($r/n=0.1395$) is contained in the confidence interval. Therefore a finding of disparate impact is not supported by this data.

Probability Distribution Report

Number Female Selected	Number Male Selected	Rate of Female Applicants Selected	Rate of Male Applicants Selected	Adverse Impact Ratio of Female	Adverse Impact against Female ?	Probability	Cumulative Probability
52	32	(52/58)	(32/32)	0.8966	NO	0.065009	0.065009
53	31	(53/58)	(31/32)	0.9433	NO	0.235503	0.300512
Selected->54	30	(54/58)	(30/32)	0.9931	NO	0.337991	0.638502
55	29	(55/58)	(29/32)	1.0464	NO	0.245811	0.884314
56	28	(56/58)	(28/32)	1.1034	NO	0.095471	0.979785
57	27	(57/58)	(27/32)	1.1648	NO	0.018759	0.998545
58	26	(58/58)	(26/32)	1.2308	NO	0.001455	1

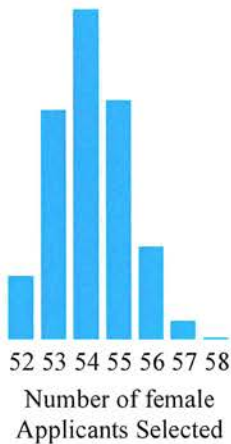
Given that 84 were Selected from a pool of 32 Male and 58 Female it was possible to have Selected from 52 to 58 females.

Adverse Impact would be found if you Selected 0 or fewer Female.

The probability of Adverse Impact occurring even if the employment decisions were random (i.e. unbiased) is 0 (the sum of the probabilities of having Selected 0 or fewer Female).

Since the probability of Adverse Impact occurring even if the selection was random (i.e. unbiased) is less than 10%, an observed Adverse Impact may be significant since there is a low probability that Adverse Impact would have occurred by chance.

Probability Distribution of the variable: Number of Female Selected.

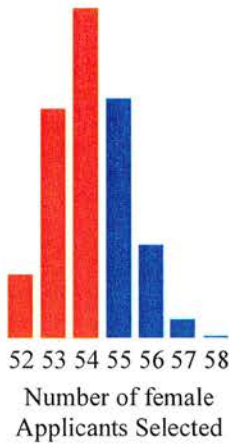


The probability distribution of having Selected from 52 to 58 females is displayed above. The graph above is shown starting with 52 since the probabilities below this point are near zero. As can be seen, the most likely event (highest probability) to have occurred by chance (or decisions not affected by any form of bias) is to have Selected 54 female Applicants. This represents the mean of the probability distribution. Approximately half of the probability distribution is above this point and approximately half is below this point. The total area contained in the probability distribution is equal to 1. Thus, probabilities for each number of female Applicants Selected are a fraction of the total probability distribution. The larger areas of the distribution represent higher probabilities of occurrence. Adding the individual probabilities up to a certain point enable you to compute the probability of having Selected that many or fewer females Applicants. Adding the individual probabilities from a certain point and higher enable you to compute the probability of having Selected that many or more females Applicants.

The characteristics of the probability distribution--its mean and standard deviation--are a function of the number of female and male Applicants and the number of Applicants to be Selected. Though it is possible to have Selected from 52 to 58 female Applicants, the individual probabilities of having Selected each number of female Applicants can be computed and accumulated. As noted before, these individual probabilities are a function of the number of female and male Applicants and the number of Applicants to be Selected.

Using the distribution above, a 90 percent confidence interval on the variable 'Number of Female Selected' would have a lower bound of 52 and an upper bound of 56.

The significance of having Selected 54 or fewer Female is graphically displayed below.



As noted earlier, Adverse Impact, according to the 4/5ths rule, would be found if you Selected 0 or fewer female Applicants.

You have Selected 54 female Applicants. The probability of having Selected 54 or fewer Female is equal to the cumulative probability for having Selected 54 Female Applicants. The cumulative probability of having Selected 54 female Applicants is 0.6385 and is graphically displayed, in red, above.

Since the probability is greater than 10%, we are unable to reject the hypothesis that the decisions occurred due to chance. Therefore, we must conclude that it is entirely possible that having Selected 54 or fewer female Applicants is an event that occurred due to chance and not from discriminatory actions by the employer.

Probability Distribution Report

Number Minority Selected	Number NonMinority Selected	Rate of Minority Applicants Selected	Rate of NonMinority Applicants Selected	Adverse Impact Ratio of Minority	Adverse Impact against Minority ?	Probability	Cumulative Probability
7	79	(7/14)	(79/79)	0.5	YES	0	0
8	78	(8/14)	(78/79)	0.5788	YES	0.000025	0.000025
9	77	(9/14)	(77/79)	0.6596	YES	0.000651	0.000676
10	76	(10/14)	(76/79)	0.7425	YES	0.008356	0.009032
11	75	(11/14)	(75/79)	0.8276	NO	0.05773	0.066762
Selected->12	74	(12/14)	(74/79)	0.9151	NO	0.216487	0.283249
13	73	(13/14)	(73/79)	1.0049	NO	0.41077	0.694018
14	72	(14/14)	(72/79)	1.0972	NO	0.305982	1

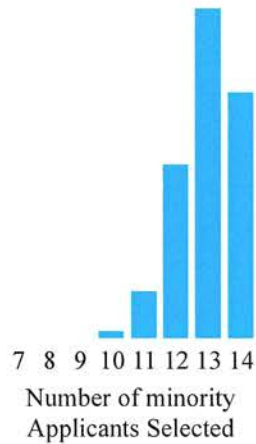
Given that 86 were Selected from a pool of 79 NonMinority and 14 Minority it was possible to have Selected from 7 to 14 minorities.

Adverse Impact would be found if you Selected 10 or fewer Minority.

The probability of Adverse Impact occurring even if the employment decisions were random (i.e. unbiased) is 0.009 (the sum of the probabilities of having Selected 10 or fewer Minority).

Since the probability of Adverse Impact occurring even if the selection was random (i.e. unbiased) is less than 10%, an observed Adverse Impact may be significant since there is a low probability that Adverse Impact would have occurred by chance.

Probability Distribution of the variable: Number of Minority Selected.

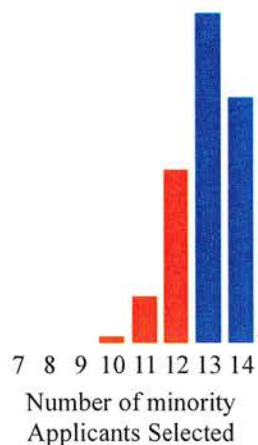


The probability distribution of having Selected from 7 to 14 minorities is displayed above. The graph above is shown starting with 7 since the probabilities below this point are near zero. As can be seen, the most likely event (highest probability) to have occurred by chance (or decisions not affected by any form of bias) is to have Selected 13 minority Applicants. This represents the mean of the probability distribution. Approximately half of the probability distribution is above this point and approximately half is below this point. The total area contained in the probability distribution is equal to 1. Thus, probabilities for each number of minority Applicants Selected are a fraction of the total probability distribution. The larger areas of the distribution represent higher probabilities of occurrence. Adding the individual probabilities up to a certain point enable you to compute the probability of having Selected that many or fewer minorities Applicants. Adding the individual probabilities from a certain point and higher enable you to compute the probability of having Selected that many or more minorities Applicants.

The characteristics of the probability distribution--its mean and standard deviation--are a function of the number of minority and non-minority Applicants and the number of Applicants to be Selected. Though it is possible to have Selected from 7 to 14 minority Applicants, the individual probabilities of having Selected each number of minority Applicants can be computed and accumulated. As noted before, these individual probabilities are a function of the number of minority and non-minority Applicants and the number of Applicants to be Selected.

Using the distribution above, a 90 percent confidence interval on the variable 'Number of Minority Selected' would have a lower bound of 11 and an upper bound of 14.

The significance of having Selected 12 or fewer Minority is graphically displayed below.



As noted earlier, Adverse Impact, according to the 4/5ths rule, would be found if you Selected 10 *or fewer* minority Applicants.

You have Selected 12 minority Applicants. The probability of having Selected 12 *or fewer* Minority is equal to the cumulative probability for having Selected 12 Minority Applicants. The cumulative probability of having Selected 12 minority Applicants is 0.2832 and is graphically displayed, in red, above.

Since the probability is greater than 10%, we are unable to reject the hypothesis that the decisions occurred due to chance. Therefore, we must conclude that it is entirely possible that having Selected 12 or fewer minority Applicants is an event that occurred due to chance and not from discriminatory actions by the employer.

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Send questions or comments to webmaster@hr-guide.com. Thank you.