



# Contra Costa County

To: Board of Supervisors  
From: Jessica Hudson, County Librarian  
Date: March 31, 2015

Subject: Cancel One (1) Library Assistant-Advanced Level Position and Add One (1) Librarian Position

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## **RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 21634 to cancel one (1) Library Assistant-Advanced Level (3KTB) (represented) vacant position No. 6063 at salary plan and grade QXX 1234 (\$3,657 - \$4,670) and add one (1) Librarian (3AWA) (represented) position at salary plan and grade QXX 1341 (\$4,066.- \$5,192) in the Library Department, Technical Services Division.

## **FISCAL IMPACT:**

Upon approval, this action will result in an annual cost to the Library Fund of approximately \$7,062. There is no fiscal impact to the County General Fund. This position is funded in the Library budget.

## **BACKGROUND:**

Following a thorough evaluation of the duties assigned to the vacant Library Assistant-Advanced Level position in the Library Department, Technical Services Division, it has been determined that the tasks to be performed are professional in nature and require the technical expertise identified in the Librarian classification. As a result, the Library Department requests to add one Librarian position and cancel one Library

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **03/31/2015** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

## **VOTE OF SUPERVISORS**

AYE: Candace Andersen, District II  
Supervisor

Mary N. Piepho, District III  
Supervisor

Karen Mitchoff, District IV  
Supervisor

ABSENT: John Gioia, District I Supervisor  
Federal D. Glover, District V  
Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 31, 2015

David Twa, County Administrator and Clerk of the Board of Supervisors

By: Chris Heck, Deputy

Contact: Michelle McCauley, (925)  
927-3202

Assistant-Advanced Level position. The person hired into the Librarian position will report to the Library Collection/Technical Services Manager and is expected to perform bibliographic and extensive reference tasks while working to select, catalog, and circulate books and materials throughout the Library system. Specialized guidance in the area of cataloging will be provided to each community library.

BACKGROUND: (CONT'D)

The Library Department, Technical Services Division, consists of Acquisitions, Serials, Collection Development, Processing, and Cataloging. Recent technological advances in the area of cataloging make the knowledge, skills and abilities of a Librarian a necessity for the efficient operation of the Library Department, Technical Services Division.

CONSEQUENCE OF NEGATIVE ACTION:

If these position changes are not implemented, the Library Department will have a position that is inappropriately classified for the work to be performed.

CHILDREN'S IMPACT STATEMENT:

Not applicable.

ATTACHMENTS

P300 21634 Add Librarian Cancel Lib Asst