



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Jessica Hudson, County Librarian  
Date: March 29, 2016

Subject: Cancel one Library-Assistant Journey Level position; add one part-time Clerk- Experienced Level position and add one part-time Librarian position

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 21809 to add one (1) part-time (20/40) Clerk-Experienced Level (JWXB) (represented) position at salary plan and grade 3RH 0750 (\$2,794 - \$3,466), and one (1) part-time (20/40) Librarian (3AWA) (represented) position at salary plan and grade QXX 1341 (\$4,188 - \$5,348); and cancel one (1) full-time (40/40) Library Assistant-Journey Level (3KVB) (represented) vacant position No. 13545 (\$3,078 - \$3,931) in the Library Department.

**FISCAL IMPACT:**

No fiscal impact to the County General Fund. These positions are funded in the Library Budget. Upon approval, these actions will result in an annual cost savings to the Library Fund of approximately \$19,457.

**BACKGROUND:**

The Library conducted a careful and thorough evaluation of the duties and tasks assigned to clerical, technical and professional level staff in the Collection Development and Technical Services division. As a result, it was determined that the tasks assigned to the vacant 40/40 Library Assistant-Journey Level position are clerical in nature and do not require the

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/29/2016** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

ABSENT: Mary N. Piepho, District III 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 29, 2016

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

By: Chris Heck, Deputy

Contact: Michelle McCauley, (925)  
927-3202

qualifications of a Library Assistant-Journey Level position. These clerical duties are more appropriately assigned to a 20/40 Clerk-Experienced Level position.

The Library also determined it could improve its response and efficiency rate by adding part-time professional level staff to perform bibliographic and extensive reference tasks while working to select, catalog, and circulate books and

### BACKGROUND: (CONT'D)

materials throughout the Library system. With the addition of a 20/40 Librarian, specialized guidance in the area of Collection Development will be optimized for each community library.

In order to properly classify the work performed and to improve professional service levels, the Library would like to cancel one vacant full-time Library Assistant-Journey Level position, and add one part-time Clerk-Experienced Level position and one part-time Librarian position. Both positions will report to the Library Collection/Technical Services Manager.

### CONSEQUENCE OF NEGATIVE ACTION:

If these position changes are not implemented, the Library will have a position that is inappropriately classified for the work to be performed and limited ability to expand collection development support activities.

### ATTACHMENTS

P300 21809\_Library Add/Cancel Positions