



**Contra
Costa
County**

To: Board of Supervisors
From: Theresa Speiker, Interim County Librarian
Date: September 13, 2016

Subject: Cancel One (1) Library Literacy Assistant and Add One (1) Senior Library Literacy Assistant

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21916 to add one (1) part-time (32/40) Senior Library Literacy Assistant (3KTC) (represented) position at salary plan and grade QXX 1341 (\$4,188 -\$5,348) and cancel one (1) part-time (20/40) Library Literacy Assistant (3KVC) (represented) vacant position no. 15876 at salary plan and grade QXX 1030 (\$3,078 - \$3,931) in the Library Department.

FISCAL IMPACT:

Upon approval, this will result in a net annual cost to the Library Fund of \$--7,078 in FY 2016/17 and no more than \$33,100 in the subsequent two (2) years. The position is 78% funded by Project Second Chance and 22% by the Library Fund.

BACKGROUND:

On March 7, 2016, Project Second Chance, Inc. (PSC)'s Board of Directors approved \$45,000 per year for no longer than three (3) years to cover salary, benefits and travel expenses for the equivalent of a part-time 32/40 Library Literacy Assistant position in West Contra Costa County (defined as San Pablo, El Sobrante, Pinole, Rodeo, Crockett, Hercules, Kensington, El Cerrito and North Richmond).

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **09/13/2016** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Mary N. Piepho, District III Supervisor
Karen Mitchoff, District IV 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: September 13, 2016

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

Contact: Michelle McCauley,
(925) 927-3202

By: Chris Heck, Deputy

In light of this, the Library conducted a careful review of the duties and tasks assigned to the vacant Library Literacy Assistant assigned to West Contra Costa County and determined that the communities would be better served by a Senior Library Literacy Assistant. The Senior Library Literacy Assistant position functions more autonomously, overseeing the operation of a library outlet in support of direct educational and remedial literacy services, evaluates

BACKGROUND: (CONT'D)

and makes decisions, plans and implements tutor training, assesses and manages volunteers and handles special projects. One particular project the Library intends to implement is Career On-line High School where the skill set of a Senior Library Literacy Assistant will be most appropriately applied. The Hercules library is the current location for West County PSC activities, but current plans include a relocation to dedicated space in the new San Pablo Library in March 2017.

In order to properly classify the work performed and to improve professional service levels in West County, the Library would like to cancel one vacant part-time Library Literacy Assistant position and add one part-time Senior Library Literacy Assistant position. This position will report to the Adult Literacy Program 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 in support of the communities of West Contra Costa County.

CHILDREN'S IMPACT STATEMENT:

No impact.

ATTACHMENTS

P300 21916_Library Literacy Asst_Add/Cancel