



**Contra
Costa
County**

To: Board of Supervisors
From: Melinda Cervantes, County Librarian
Date: November 1, 2016

Subject: Add One (1) Administrative Aide Deep Class Position in the Library Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21970 to add one (1) full-time Administrative Aide-Deep Class (AP7A) (unrepresented) position at salary plan and grade B85 0972 (\$3,031 - \$4,703) in the Library Department.

FISCAL IMPACT:

Upon approval, this action will result in an annual cost to the Library Fund of approximately \$67,428. There is no fiscal impact to the County General Fund. This position is funded in the Library budget.

BACKGROUND:

The Library has identified a need for an Administrative Aide Deep Class position to assist in preparing, monitoring, and processing key administrative functions that are para-professional and confidential in nature. Examples of duties include: research and analysis work involving Library operation and policy matters, preparing responses to all Public Records Act requests, providing select labor and personnel-related support, and carrying out on a day-to-day basis the business affairs of the Contra Costa County Library Commission. This position will report to the County Librarian.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **11/01/2016** ☒ 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: November 1, 2016

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

Contact: Michelle McCauley,
(925) 927-3202

By: Chris Heck, Deputy

CONSEQUENCE OF NEGATIVE ACTION:

If this position is not added, the Library will be less efficient in its administrative responses internally, as well as to the municipalities, the public and to its external partners such as Friends groups and the Contra Costa County Library Commission.

ATTACHMENTS

P300 21970 Add Admin Aide to Library
Dept