



**Contra
Costa
County**

To: Board of Supervisors
From: Melinda Cervantes, County Librarian
Date: December 20, 2016

Subject: Increase the Hours of One (1) Library Assistant-Journey Level position and Add One (1) Part-time Clerk-Experienced Level position in the Library Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21988 to increase the hours of one (1) part-time (20/40) Library Assistant-Journey Level (3KVB) (represented) vacant position No. 6211 to full-time (40/40) at salary plan and grade QXX-1030 (\$3,078-\$3,931); and add one (1) part-time (20/40) Clerk-Experienced Level (JWXB) (represented) position at salary plan and grade 3RH-0750 (\$2,905-\$3,605) in the Library Department, at the San Ramon Library.

FISCAL IMPACT:

Upon approval, this action will result in an annual cost of \$66,751. There is no fiscal impact to the County General Fund. The cost is funded in the Library budget.

BACKGROUND:

The San Ramon Library is undergoing a major remodel and is due to open to the public on March 11, 2017. The remodel includes a new second floor, which requires staffing sufficient to ensure the proper amount of service and safety for patrons and staff. The increase of hours for a Library Assistant-Journey Level position and the addition of a part time Clerk-Experienced Level position will allow for adequate staffing of the new second floor at

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **12/20/2016** ☒ 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

ABSENT: 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: December 20, 2016

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

By: June McHuen, Deputy

Contact: Michelle McCauley, (925)
927-3202

cc: Michelle McCauley

the San Ramon Library.

CONSEQUENCE OF NEGATIVE ACTION:

If these position changes are not implemented, the San Ramon Library will have insufficient staffing levels to meet the needs of the community it serves.

ATTACHMENTS

P300 21988 AIR 27697 Increase Hrs and Add PT