



**Contra  
Costa  
County**

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

Subject: Cancel Thirty-Five Positions, Increase the Hours of Seven Positions, and Add Eleven Positions in the Library Department

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 21989 to:

**CANCEL 35 POSITIONS**

Seventeen (17) Permanent Intermittent Library Assistants – Journey Level (3KVB) (represented)

Salary plan and grade QXX-1030 (\$3,078 - \$3,931) (Position #6101, 6105, 6108, 6109, 6111, 6172, 6173, 6174, 6199, 11397, 11399, 11404, 11402, 11403, 11405, 12733, 12734)

Fourteen (14) Permanent Intermittent Clerks – Experienced Level (JWXB) (represented)

Salary plan and grade 3RH-0750 (\$2,905 - \$3,605) (Position #6157, 6158, 6159, 6160, 6176, 6177, 6178, 6180, 6196, 6198, 6201, 6202, 11411, 11413)

Four (4) Permanent Intermittent Librarians (3AWA) (represented)

Salary plan and grade QXX-1341 (\$4188 - \$5,348) (Position # 11406, 11408, 11409, 11410)

☒ 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

**RECOMMENDATION(S): (CONT'D)**

**INCREASE HOURS FOR 7 VACANT POSITIONS**

One (1) 20/20 Library Specialist (3AVA) (represented)

Salary plan and grade QXX-1479 (\$4801 - \$6,131) (Position # 13370)

Four (4) Librarians (3AWA) (represented)

Salary plan and grade QXX-1341 (\$4188 - \$5,348) (Position # 6069, 11671, 6023, 6188)

One (1) Clerk – Experienced Level (JWXB) (represented)

Salary plan and grade 3RH-0750 (\$2,905 - \$3,605) (Position # 14101)

One (1) Clerk – Senior Level (JWXC) (Position # 6087) (represented)

Salary plan and grade 3RH-0750 (\$2,905 - \$3,605)

**ADD 11 POSITIONS**

One (1) 40/40 Community Library Manager (3AGG) (represented)

Salary plan and grade ZAX-1624 (\$5764 - \$7361)

Two (2) 40/40 Librarians (3AWA) (represented)

Salary plan and grade QXX-1341 (\$4,188 - \$5,348)

Six (6) 32/40 Librarians (3AWA) (represented)

Salary plan and grade QXX-1341 (\$4,188 - \$5,348)

One (1) 40/40 Library Assistant – Journey Level (3KVB) (represented)

Salary plan and grade QXX-1030 (\$3,078- \$3,931)

One (1) 20/40 Clerk – Experience Level (JWXB) (represented)

Salary plan and grade 3RH-0750 (\$2,905 - \$3,605)

**FISCAL IMPACT:**

Upon approval, this action will result in an annual cost to the Library Fund of approximately \$499,589. The estimated cost to increase the hours of seven (7) positions is \$252,908, and to add eleven (11) positions is \$746,893. The estimated cost savings of canceling thirty-five (35) vacant permanent-intermittent positions is \$226,800, and once this action is implemented the Library estimates that an additional savings of \$273,412 will result from the reduction in use of overtime and additional hours worked will partially offset the annual cost. In anticipation of this transition, funds have been appropriated from FY 2015/16 fund balance.

**BACKGROUND:**

Ensuring that there is an adequate number of staff available and willing to work at all of the community libraries is challenging and has become a chronic and difficult balancing act. Keeping the libraries open and/or avoiding a delayed opening has become a constant struggle. In response to these circumstances, the Library Department conducted a careful and thorough evaluation of staffing assignments for all of its 22 full service libraries and 4 outlets system wide.

The Library determined that there are sufficient funds available in the FY 2016-17 Library budget to convert vacant permanent intermittent (PI) positions, and vacant part-time (20/40) professional and para-professional positions to permanent full-time (40/40) positions or permanent part-time (32/40) positions. New permanent positions will stabilize library staffing difficulties and create a more desirable option for recruitment and retention purposes. Added positions also provide promotional opportunities and will improve customer service by strengthening the Librarian work force who are dedicated to adult and teen services.

It should be noted that this action will not impact Library hours of operation nor will it change the work schedules of existing staff. New permanent positions will be assigned to community libraries with high circulation demand and to those libraries with the least number of staff or having the most difficulty hiring or retaining employees.

#### CONSEQUENCE OF NEGATIVE ACTION:

If these position changes are not implemented, the Library will continue to have insufficient staffing levels to open its libraries as scheduled and to meet the needs of the communities it serves.

#### ATTACHMENTS

AIR 27698 P300 21989 BOS DATE 12202016

P300 21989 Attachment