



Contra
Costa
County

To: Board of Supervisors
From: Melinda Cervantes, County Librarian
Date: August 8, 2017

Subject: Add One (1) Library Assistant-Advanced Level Position and Cancel One (1) Librarian Specialist Position

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22057 to add one (1) full-time 40/40 Library Assistant-Advanced Level position (3KTB) at salary plan and grade QXX 1234 (\$4,034 - \$5,152) and cancel one (1) vacant full time 40/40 Librarian Specialist (3AVA) (represented) position no. 12702 at salary plan and grade QXX 1479 (\$5,142 - \$6,567) in the Library Department.

FISCAL IMPACT:

Upon approval, this action will result in an annual savings to the Library Fund of approximately \$18,465. This position is funded in the Library budget.

BACKGROUND:

The Library recently conducted a careful and thorough evaluation of the duties assigned to the vacant Librarian Specialist position in the Support Services division. It was determined that the tasks assigned to this position do not require the complex and professional skills found at the highest level of the librarian series. Tasks assigned on a daily basis consist largely of paraprofessional technical library work in a specialized library function in support of circulation and virtual library operations that include a chat-reference service and an 800

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **08/08/2017** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: Diane Burgis, District III
Supervisor
Karen Mitchoff, District IV
Supervisor
Federal D. Glover, District V
Supervisor

ABSENT: John Gioia, District I Supervisor
Candace Andersen, District II
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: August 8, 2017

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

By: June McHuen, Deputy

Contact: Michelle McCauley, (925)
608-7702

cc: Michelle McCauley

phone information service. The chat service includes the LiveChat government information service made available on the County website, where citizens can ask for help finding government information. These paraprofessional support tasks are more appropriately assigned to a Library Assistant-Advanced Level position.

CONSEQUENCE OF NEGATIVE ACTION:

If these position changes are not implemented, the Library will have an inappropriately classified position for the work that is routinely performed.

ATTACHMENTS

P300 29204 Add Library Asst Adv-Cxl Librarian Spec ____