



**Contra
Costa
County**

To: Board of Supervisors
From: Melinda Cervantes, County Librarian
Date: July 11, 2017

Subject: Add One Part-time Clerk-Experienced Level Position in the Library Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22105 to 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 Pablo Library.

FISCAL IMPACT:

Upon approval, this action will result in an annual cost of \$34,203. There is no fiscal impact to the County General Fund. The cost is funded in the Library budget. City of San Pablo has agreed to provide funding

BACKGROUND:

The San Pablo Library is moving to a new larger location and is expected to open to the public on July 29, 2017. In order to improve service to its community, the City of San Pablo has agreed to provide funding for the Library to be open seven (7) days a week instead of six (6) days a week. The Library evaluated its staffing plan and determined that it needed to add a part-time 20/40 Clerk-Experienced Level position for adequate service delivery during operational hours at a larger library facility.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **07/11/2017** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Diane Burgis, 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: July 11, 2017

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

Contact: Michelle McCauley,
(925) 608-7702

By: June McHuen, Deputy

CONSEQUENCE OF NEGATIVE ACTION:

If this position is not added, the San Pablo Library will have insufficient staffing levels to meet the needs of the community it serves.

CHILDREN'S IMPACT STATEMENT:

No impact.

ATTACHMENTS

P300 30135_Add PT Clerk Exp Level to Library