



**Contra
Costa
County**

To: Board of Supervisors
From: Melinda Cervantes, County Librarian
Date: September 12, 2017

Subject: Increase the Hours of One Clerk-Experienced Level in the Library Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22130 to increase the hours of one (1) part-time (20/40) Clerk-Experienced Level (JWXB) (represented) position No. 6237 to part-time (32/40) at salary plan and grade 3RH 0750 (\$2,993 - \$3,713) in the Library Department.

FISCAL IMPACT:

Upon approval, this action will result in an annual cost to the Library Fund of approximately \$21,015. There is no fiscal impact to the County General Fund.

BACKGROUND:

The Library is requesting to increase the hours of one 20/40 Clerk-Experienced Level position in Library Administration to meet the growing administrative and substitute staff scheduling demands of the twenty-six (26) community libraries that operate seven (7) days a week. Administrative support tasks include the processing of facility work requests, payroll and audit reporting, personnel services clerical support work, inventory control and record keeping functions. This request is supported by the extra hours worked by staff in Library Administration and the increased workload of the Office Manager who oversees the

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/12/2017** ☒ 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: September 12, 2017

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

Contact: Michelle McCauley,
(925) 608-7702

By: June McHuen, Deputy

position. Increasing the hours of this position from part-time 20/40 to part-time 32/40 would decrease the number of extra and overtime hours worked, allow for more efficient scheduling over the weekend and reduce the workload of the Office Manager.

CONSEQUENCE OF NEGATIVE ACTION:

If this position's authorized hours are not increased, the Library will be less efficient in its administrative support of the community libraries.

ATTACHMENTS

P300 22130 Inc Clerk Exp to 32/40 in Library Dept