



Contra
Costa
County

To: Board of Supervisors
From: Melinda Cervantes, County Librarian
Date: December 5, 2017

Subject: Cancel One Network Technician I and add one Personnel Services Assistant II in the Library Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22191 to cancel one (1) vacant full time Network Technician I (LNWA) (represented) position No. 15301 at salary plan and grade ZB5 1496 (\$5,244 - \$6,374) and add one (1) full time Personnel Services Assistant II (ARVA) (unrepresented) position at salary plan and grade B85 1517 (\$5,356 - \$6,511) in the Library Department.

FISCAL IMPACT:

Upon approval, this action will result in an annual cost of approximately \$1,883. No fiscal impact to the County General Fund. This position is funded in the Library Fund.

BACKGROUND:

The Library carefully analyzed its current staffing levels within its Information Technology (IT) division and its Personnel Services division and determined that certain position changes were needed. The vacant Network Technician I position is no longer necessary in light of evolving technological advances and the June 2017 addition of a Network Administrator I position that reports to the individual in charge of the Library's IT division. The Library recommends that the Network Technician I position be canceled.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **12/05/2017** ☒ 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: December 5, 2017

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

By: June McHuen, Deputy

Contact: Beth Kilian (925)
608-7700

cc: Beth Kilian

It has also been determined that the technical expertise of a Personnel Services II position is required to maintain responsive personnel services within the department. Support needed includes centralized hiring and personnel services coordination of over 150 Library Aide-Exempt positions, assistance with department-wide employee

BACKGROUND: (CONT'D)

performance management, and oversight of an increasing number of position reassignment actions - postings, conferences, and interviews that vary procedurally for each employee bargaining unit. The Library recommends that a Personnel Services Assistant II be added.

CONSEQUENCE OF NEGATIVE ACTION:

The Library would maintain inefficient staffing levels and would be unable to provide responsive personnel program services.

ATTACHMENTS

P300 22191_Add PSA II & Cxl Network Technician I in Library