



Contra
Costa
County

To: Board of Supervisors
From: Melinda Cervantes, County Librarian
Date: August 14, 2018

Subject: Add two positions, increase the hours of two positions and cancel two positions in the Library Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22319 to add one (1) full-time Librarian (3AWA) (represented) position at salary plan and grade QXX 1341 (\$4,620-\$5,900), and one (1) full-time Clerk – Senior Level (JWXC) (represented) position at salary plan and grade 3RX 1033 (\$3,406-\$4,350); increase the hours of one (1) part-time 20/40 Library Assistant – Journey Level (3KVB) (represented) vacant position No. 10234 at salary plan and grade QXX 1030 (\$3,395-\$4,336) to full-time 40/40, and one (1) part-time 20/40 Clerk – Experienced Level (JWXB) (represented) vacant position No. 11660 at salary plan and grade 3RH 0750 (\$3,082-\$3,824) to full-time 40/40; cancel one (1) part-time 20/40 Library Assistant – Journey Level (3KVB) (represented) vacant position No. 6078 at salary plan and grade QXX 1030 (\$3,395-\$4,336) and cancel one (1) part-time 20/40 Clerk – Experienced Level (JWXB) (represented) vacant position No. 11659 at salary plan and grade 3RH 0750 (\$3,082-\$3,824) in the Library Department.

FISCAL IMPACT:

Upon approval, this action will result in an annual cost to the Library Fund of approximately \$136,005. No fiscal impact to the County General Fund. These positions are funded in the

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **08/14/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: 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: August 14, 2018

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

ABSENT: John Gioia, District I
Supervisor

By: June McHuen, Deputy

Contact: Natalie Darone, (925)
608-7700

cc:

Library budget and by the City of Brentwood.

BACKGROUND:

The new Brentwood Library is due to open to the public in September 2018 and will be a vastly larger Library with multiple floors. The design of this Library will require additional staff to ensure the proper amount of service and safety for patrons and staff.

CONSEQUENCE OF NEGATIVE ACTION:

If these position changes are not implemented, the Library will be unable to provide staffing levels sufficient to meet the needs of the communities it serves.

ATTACHMENTS

P300 22319 HR Recommendations

P300 22319 Add and Cancel positions in the Brentwood Library