From: Melinda Cervantes, County Librarian

Contra Costa County

Date: August 14, 2018

To:

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

# **RECOMMENDATION(S):**

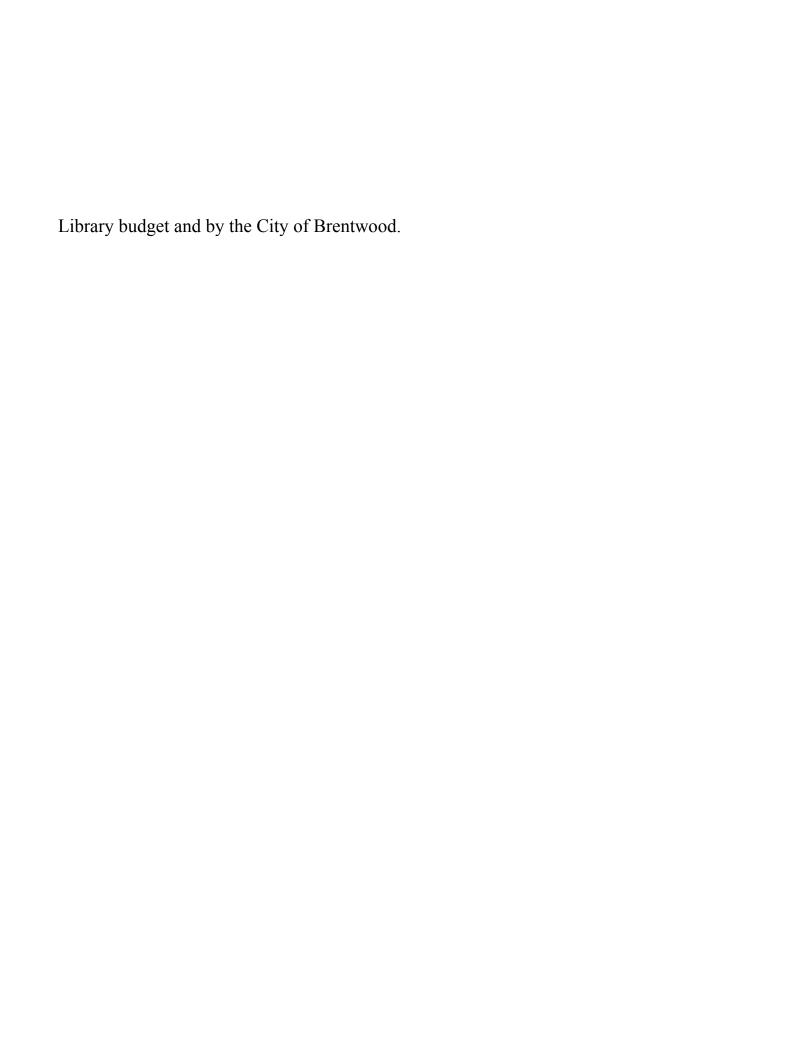
**Board of Supervisors** 

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 OXX 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

✓ APF	PROVE	OTHER
▼ RECOMMENDATION OF CNTY ADMINISTRATOR		
Action of Board On: 08/14/2018 APPROVED AS RECOMMENDED OTHER		
Clerks Notes:		
VOTE OF SUPERVISORS		
AYE: ABSENT:	Candace Andersen, District II Supervisor Diane Burgis, District III Supervisor Karen Mitchoff, District IV Supervisor Federal D. Glover, District V Supervisor John Gioia, District I 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  By: June McHuen, Deputy
Contact: Natalie Darone, (925) 608-7700		



#### 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