



Contra  
Costa  
County

To: Board of Supervisors  
From: Melinda Cervantes, County Librarian  
Date: December 11, 2018

Subject: Add one Librarian Specialist 40/40 position and cancel one Librarian 40/40 position

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**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 22387 to add one (1) full-time Librarian Specialist (3AVA) (represented) position at Salary Plan and Grade QXX 1479 (\$5,296 - \$6,764) and cancel one (1) full-time Librarian (3AWA) (represented) position number 12930 at Salary plan and grade QXX 1341 (\$4,620 - \$5,900) in the Library Department.

**FISCAL IMPACT:**

Upon approval, this action will result in an annual cost to the Library Fund of approximately \$11,454. No fiscal impact to the County general fund.

**BACKGROUND:**

The position at issue serves and provides library services to incarcerated

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **12/11/2018** ☒ 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

ABSENT: 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: December 11, 2018

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

By: June McHuen, Deputy

Contact: Samuel Treanor (925)  
608-7702

cc:

### BACKGROUND: (CONT'D)

youths at Juvenile Hall and the Orin Allen Youth Rehabilitation Facility. The most recent incumbent of the position accepted a Community Library Manager position, leaving the position vacant and jeopardizing library services for the affected youths. This Librarian position has been both notoriously difficult to fill and requires work that can exceed that of the Librarian classification. Consequently, eliminating the position at the Librarian level and adding a Librarian Specialist position will solve both of these problems.

### CONSEQUENCE OF NEGATIVE ACTION:

If this position change is not approved, recruiting for the vacant position that serves Juvenile Hall and the Orin Allen Youth Facility will be more difficult and incarcerated minors will be unable to access library services.

### ATTACHMENTS

P300 22387-Add Lib Spec Cancel Librarian