



**Contra
Costa
County**

To: Board of Supervisors
From: Melinda Cervantes, County Librarian
Date: September 10, 2019

Subject: Reclassify one Community Library Manager Position to Senior Community Library Manager

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22412 to reclassify one (1) full-time Community Library Manager (3AGG) (represented) position #12341 at salary plan and grade ZAX 1624 (\$6,360.28 - \$8,122.34) and its incumbent to Senior Community Library Manager (3AGH) (represented) at salary plan and grade ZAX 1662 (\$6,604.15 - \$8,433.77) and place its incumbent at Step 7 of the salary range of the new classification in the Library Department effective September 1, 2019.

FISCAL IMPACT:

Upon approval, this action will result in an annual cost to the Library Fund of approximately \$8,301. No fiscal impact to the County General Fund.

BACKGROUND:

The new San Pablo Library opened in 2017 and has been very successful. The new library is over twice as large as the old library and has experienced a near 35% increase in patronage and 39% increase in circulation. The new library also had an increase in open hours from 39 to 47, which included an additional open day per week.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **09/10/2019** ☒ 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: September 10, 2019

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

By: Jami Napier, Deputy

Contact: Samuel Treanor at (925)
608-7702

cc:

BACKGROUND: (CONT'D)

The community of San Pablo and members of the surrounding communities look to the library as a community destination. With the library now open seven days a week, and with the increase in patronage and circulation, the tasks of the Community Library Manager have increased in size, scope, and difficulty.

The Human Resources Department conducted a desk audit with the incumbent on July 19, 2019, which was followed by a phone conference with the incumbent's manager on August 16, 2019. As a result of the HR analysis of the information obtained during the desk audit process, HR recommends reclassification of the Community Library Manager position at the San Pablo Library to Senior Community Library Manager in recognition of the increased level of responsibility.

CONSEQUENCE OF NEGATIVE ACTION:

If this position change is not approved, the incumbent will not be appropriately compensated for the additional job duties required to operate the library.

ATTACHMENTS

P300 22412 Reclass Comm Lib Mgr to Sr Comm Lib Mgr