



Contra
Costa
County

To: Board of Supervisors
From: Melinda Cervantes, County Librarian
Date: March 19, 2019

Subject: Increase hours of three positions and cancel one position in the Library

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22401 to increase the hours of one (1) Librarian (3AWA) (represented) vacant position # 16681 from 20/40 hours to 40/40 hours at salary plan and grade QXX 1341 (\$4,620-\$5,900); increase the hours of one (1) Library Assistant-Journey Level (3KVB) (represented) vacant position # 6217 from 20/40 hours to 40/40 hours at salary plan and grade QXX 1030 (\$3,395-\$4,336); increase the hours of one (1) Clerk-Experienced Level (JWXB) (represented) vacant position # 11853 from 20/40 hours to 40/40 hours at salary plan and grade 3RH 0750 (\$3,082-\$3,824); and cancel one (1) part-time 20/40 Clerk-Experienced Level (JWXB) (represented) vacant position # 17170 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 \$52,192. No fiscal impact to the County general fund. These positions are funded in the Library Budget and the increase will be funded by the City of Pinole.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/19/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Federal D. Glover, District V Supervisor

ABSENT: Diane Burgis, District III Supervisor
Karen Mitchoff, District IV 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: March 19, 2019

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

By: Jami Napier, Deputy

Contact: Samuel Treanor at (925)
608-7702

cc: Beth Kilian

BACKGROUND:

On December 18, 2018, the Pinole City Council voted to approve funding of Pinole Library facility costs. The Library provides 35 base hours of service when the city pays the facility costs. Approval will allow an increase from 24 to 35 hours each week. These position changes meet library staffing needs to ensure sufficient coverage when the library is open.

Recruitment for the Librarian and Clerk-Experienced Level positions has also been difficult because of the limited 20-hour shifts available. Increasing the hours for these positions, as well as the newly vacated Library Assistant-Journey Level position will make it easier to fill these positions.

CONSEQUENCE OF NEGATIVE ACTION:

If these position changes are not approved, the Pinole Community Library will be unable to ensure sufficient coverage when the library is open. The Library will also not realize a cost savings in benefits costs for its Clerk-Experienced Level position and will be competitively disadvantaged in filling its vacant positions.

ATTACHMENTS

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