



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Alison McKee, County Librarian  
Date: September 7, 2021

Subject: Retitle and Reallocate Three Library Department Classifications on the Salary Schedule

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**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 25787 to retitle the classification of Librarian Trainee (3AKA) (represented) to Librarian I (represented) and reallocate it on the Salary Schedule at Salary Plan and Grade QX5 1000 (\$5,208.02-\$6330.38) five (5) steps; retitle Librarian (3AWA) (represented) positions and its incumbents to Librarian II (represented) and reallocate it on the Salary Schedule at salary Plan and Grade QX5 1001 (\$5,728.82-\$6,963.42) five (5) steps; and retitle Librarian Specialist (3AVA) (represented) positions and its incumbents to Librarian III (represented) and reallocate it on the Salary Schedule at Salary Plan and Grade QX5 1002 (\$6,301.70-\$7,659.76) five (5) steps.

**FISCAL IMPACT:**

100% Library Fund. The recommended action will result in increased annual salary and benefits cost of approximately \$541,500.

**BACKGROUND:**

The Library Trainee classification has for many years been unutilized by the Library due primarily to an advanced degree requirement that is inconsistent with the industry's emerging best practices. Consequently, the salary range for the class has not been updated

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

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Action of Board On: **09/07/2021** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
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: September 7, 2021

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Samuel Treanor at  
(925) 608-7702

By: June McHuen, Deputy

and currently is not competitive in the regional marketplace. As part of a strategic effort to broaden the pathway to a career in County Library, the Library

### BACKGROUND: (CONT'D)

is proposing to retitle the Librarian Trainee classification to Librarian I and to frame the classification as an entry level anchor for a Librarian classification series. To complete the series, the Library proposes to retitle Librarian to Librarian II, and Librarian Specialist to Librarian III.

In the adjusted Librarian I, II, and III series, the Librarian I classification removes the advance degree requirement and provides a direct promotional path to the Librarian II and Librarian III classifications. The adjusted series also realigns the salary ranges of the affected classifications to the County standard of five levels. The recommended salaries bring the entry level class up to the current market standard. At this time, all Librarian Trainee positions are vacant and no County personnel will be affected by the Librarian I classification adjustments. Librarian and Library Specialist employees assigned to the retitled Librarian II and Librarian III classes will receive small salary increases.

### CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Library will continue to have recruitment and promotion difficulties for its Librarian classifications.

### ATTACHMENTS

P300 25787 - Retitle and Reallocate Librarian Classes

ATTACHMENT A TO P300 25787