



Contra
Costa
County

To: Board of Supervisors
From: Melinda Cervantes, County Librarian
Date: September 24, 2019

Subject: Add one Executive Secretary-Exempt position and cancel one Administrative Aide position in the Library

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22503 to add one (1) full-time Executive Secretary-Exempt (J3T5) (unrepresented) position at salary plan and grade B85 1445 (\$5,343 - \$5,890) and cancel one (1) Administrative Aide-Deep Class (AP7A) (unrepresented) at salary plan and grade B85 0972 (\$3,345 - \$5,189) position number 16808; incumbent position number 80788 will be appointed to Executive Secretary-Exempt (J3T5) in the Library Department.

FISCAL IMPACT:

Upon approval, this action will result in an annual cost to the Library Fund of approximately \$25,871. No fiscal impact to the County general fund. This action is funded within the Library budget.

BACKGROUND:

The County Librarian has need of a position whose incumbent can perform highly confidential and sensitive administrative support tasks, in this instance an Executive Secretary-Exempt is highly preferred. An Administrative Aide-Deep Class has been

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/24/2019** ☒ 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 24, 2019

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

Contact: Samuel Treanor at
(925) 608-7702

By: June McHuen, Deputy

providing secretarial support for the County Librarian currently. This Administrative Aide-Deep Class has also been developing and preparing the agenda and public notices of meetings for the Library Commission, serving as a liaison for the department heads, commission members, staff, public and other officials on a regular basis.

BACKGROUND: (CONT'D)

The incumbent of the Administrative Aide position meets the minimum qualifications for Executive Secretary-Exempt, and as a classification exempt from the merit system, the County Librarian has the authority to make an appointment into the classification.

CONSEQUENCE OF NEGATIVE ACTION:

The Library will not have a position to handle the highly confidential and sensitive support tasks the County Librarian requires.

CHILDREN'S IMPACT STATEMENT:

No Impact.

ATTACHMENTS

P300 22503 Cxl Admin Aide & Add Exec Sec Exempt in Library