



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Melinda Cervantes, County Librarian  
Date: August 6, 2019

Subject: Add Four (4) Permanent-Intermittent Library Assistant-Journey Level Positions and Cancel Four (4) Permanent-Intermittent Librarian Positions

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**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 22483 to cancel four (4) permanent-intermittent Librarian (3AWA) (represented) vacant positions (6091, 6092, 6098, and 11407) at salary plan and grade QXX 1341 (\$4,805-\$6,136) and add four (4) permanent-intermittent Library Assistant-Journey Level (3KVB) (represented) positions at salary plan and grade QXX 1030 (\$3,531-\$4,509) in the Library Department.

**FISCAL IMPACT:**

Upon approval, this action will result in an annual savings to the Library Fund of approximately \$66,856. No fiscal impact to the County General Fund.

**BACKGROUND:**

The Library has been having difficulty filling certain substitute shifts to cover temporary absences.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY  
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD  
COMMITTEE

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Action of Board On: **08/06/2019** ☒ 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: August 6, 2019

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

Contact: Samuel Treanor at  
(925) 608-7702

By: Jami Napier, Deputy

Following review of the duties performed by permanent-intermittent

BACKGROUND: (CONT'D)

classifications in the Library Department and an analysis of unfilled substitute vacancies, it was determined that greater staffing flexibility could be achieved with four (4) paraprofessional permanent-intermittent Library Assistant-Journey Level positions over the professional Librarian positions.

CONSEQUENCE OF NEGATIVE ACTION:

If this position change is not approved, the Library will continue to struggle with filling substitute shifts, which will negatively impact service at the community libraries.

CHILDREN'S IMPACT STATEMENT:

No impact.

ATTACHMENTS

P300 22483