



**Contra
Costa
County**

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

Subject: Increase position hours of one Library Assistant-Advanced Level and add one Library Assistant-Journey Level position

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22504 to increase the hours of one (1) vacant Library Assistant-Advanced Level (3KTB) (represented) position no. 6082 at salary plan and grade QXX 1234 (\$4,322 - \$5,519) from 20/40 hours to 32/40 hours and add one (1) part-time 20/40 Library Assistant-Journey Level (3KVB) (represented) 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 cost to the Library Fund of approximately \$68,772. No fiscal impact to the County general fund.

BACKGROUND:

Bay Point library is one of the Library's outlets. In an effort to draw more patronage, the school district where the library is located has authorized additional hours, increasing the open hours from 18 hours per week to 34.5 hours per week, which includes Saturdays.

The Library needs additional staff to cover these new hours. It has made the determination

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☒ RECOMMENDATION OF BOARD

ADMINISTRATOR

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

BACKGROUND: (CONT'D)

that increasing the hours of its currently vacant Library Assistant-Advanced Level position as well as adding a new Library Assistant-Journey Level position will allow the Library to meet its new staffing needs. The addition of hours to the Library Assistant-Advanced Level position is also anticipated to make it easier to fill, as the position has remained vacant since March 2019.

CONSEQUENCE OF NEGATIVE ACTION:

If this position change is not approved, the Library will continue to have difficulty recruiting for the Advanced Level position and keeping the Library open during the approved open hours.

CHILDREN'S IMPACT STATEMENT:

No impact.

ATTACHMENTS

P300 22504_Increase Hours of Lib Asst and add Lib Jrny position