



**Contra
Costa
County**

To: Board of Supervisors
From: Melinda Cervantes, County Librarian
Date: September 17, 2019

Subject: Cancel one Permanent-Intermittent Library Assistant-Advanced Level position and add one 20/40 Library Assistant-Journey Level position

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22505 to add one (1) permanent part-time 20/40 hour Library Assistant-Journey Level (3KVB) (represented) at salary plan and grade QXX 1030 (\$3,531-\$4,509) and cancel one (1) vacant permanent-intermittent Library Assistant-Advanced Level (3KTB) (represented) at salary plan and grade QXX 1234 (\$4,322-\$5,519) position number 6099 in the Library Department.

FISCAL IMPACT:

Upon approval, this action will result in an annual savings to the Library Fund of approximately \$9,596. The Sunday hours will be paid for by the City of El Cerrito. The other hours will be paid for through the Library's budget. No fiscal impact to the County general fund.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **09/17/2019** ☒ 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 17, 2019

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

Contact: Samuel Treanor at
(925) 608-7702

By: Jami Napier, Deputy

BACKGROUND:

The El Cerrito Community

BACKGROUND: (CONT'D)

Library is open seven days a week, including four hours on Sundays. Presently, Sunday shifts are filled by permanent-intermittent staff or other staff who wish to work additional hours. However, Sundays have become increasingly difficult to fill creating challenges to open the library.

The Library would like to add a part-time Library Assistant-Journey Level position that includes Sundays as part of the regular scheduled shifts and cancel a permanent-intermittent Library Assistant-Advanced Level position. A Library Assistant-Journey Level position is more in line with the duties required of this position in El Cerrito. It is also easier to fill the position as the permanent-intermittent Advanced Level requires more specialized experience.

This position would mitigate the difficulties of opening on Sundays and provide relief to other Library staff who coordinate filling vacant shifts. This position would also create a secondary benefit of having a consistent Sunday presence for patrons who regularly use the community library on Sundays.

CONSEQUENCE OF NEGATIVE ACTION:

If this position change is not approved, the Library will continue to struggle with maintaining Sunday service at the El Cerrito library.

CHILDREN'S IMPACT STATEMENT:

No impact.

ATTACHMENTS

P300 22505