



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Melinda Cervantes, County Librarian  
Date: February 4, 2020

Subject: Add one Librarian Specialist position and cancel one Librarian position

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**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 22564 to add one (1) Librarian Specialist (3AVA) (represented) position at Salary Plan and Grade QXX 1479 (\$5,508 - \$7,034) and cancel one (1) Librarian (3AWA) (represented) position number 12931 in the Library Department.

**FISCAL IMPACT:**

If approved, this will result in an annual cost of approximately \$13,507 to the Library Fund. No fiscal impact to the County General Fund.

**BACKGROUND:**

Upon the promotion of a Librarian in the Technical Services (Collection Development) unit to a Community Library Manager, the Library performed an organizational analysis of functions and services of the Technical Services Unit. As part of that analysis, it was determined that service to the community would be improved by having a position that could assume more responsibility over distribution to the Library's patrons. This position's focus would meet all four goals of the Library's Strategic Plan. The current vacant Librarian position would not be able to perform all of the necessary duties. Instead, the Library

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

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Action of Board On: **02/04/2020** ☒ 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: February 4, 2020

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

Contact: Samuel Treanor at  
(925) 608-7702

By: June McHuen, Deputy

determined the community could be served better with a Librarian Specialist.

### BACKGROUND: (CONT'D)

This new Librarian Specialist position will oversee collection activities for all 28 Libraries, including Juvenile Hall and the Orin Allen Youth Rehabilitation Facility. These duties will include ordering, receiving, processing, and distributing materials. The position will also be responsible for compiling and analyzing statistics and preparing reports of Library activities and operations. These new roles will permit the Library to better serve County residents with a focused role to distribute materials where needed.

### CONSEQUENCE OF NEGATIVE ACTION:

If unapproved, Library services, activities and operations may be negatively impacted.

### ATTACHMENTS

P300 22564 Add Librarian Spec/Cxl Librarian