



Contra
Costa
County

To: Board of Supervisors
From: David O. Livingston, Sheriff-Coroner
Date: April 20, 2021

Subject: Reclassify Library Assistant Advanced Level position and Incumbent to Administrative Services Assistant III

RECOMMENDATION(S):

ADOPT Personnel Adjustment Resolution No. 25680 to reclassify a Library Assistant – Advanced Level (3KTB)(represented) position #12233 and it's incumbent at Salary Plan and Grade QXX 1234 (\$4,451 - \$5,685) to an Administrative Services Assistant III (APTA)(represented) position at Salary Plan and Grade ZB5 (\$6,613 - \$8,039) in the Office of the Sheriff's, Custody Services Bureau – Detention Division.

FISCAL IMPACT:

An annual increase of approximately \$49,193 to the Office of the Sheriff Inmate Welfare Fund, of which \$9,944.40 is attributed to retirement cost.

BACKGROUND:

The Library Assistant - Advanced Level position's responsibilities have expanded significantly within the Detention Library Services Program. Library Assistant - Advanced

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **04/20/2021** ☒ 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: April 20, 2021

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Hallie Wachowiak
(925) 655-0003

By: June McHuen, Deputy

BACKGROUND: (CONT'D)

Level essentially oversees four separate library programs, which has required the position to accomplish tasks that far exceed the scope of the current classification. Library Assistants - Advanced Level are responsible for supervising both employees and volunteers, effectively communicating management decisions and goals, tracking program budget expenses, and participating in the recruitment and selection process for program vacancies. Due to the institutional knowledge, technical skill, and administrative competence required to accomplish the above-mentioned tasks the Office requests an addition of an Administrative Services Assistant III. This will maintain current operational standards.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, it will impede the organizational structure of Detention Division as the current Library Assistant -Advanced Level position is not able to satisfy the requirements of the division and there are not alternative available, qualified staff.

ATTACHMENTS

P300 No. 25680