



Contra
Costa
County

To: Board of Supervisors
From: Alison McKee, County Librarian
Date: June 22, 2021

Subject: Increase Clerk-Experienced Level position 6189 from 20/40 to 40/40 hours

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 25738 to increase the hours of one (1) vacant Clerk-Experienced Level (JWXB) (represented) position #6189 from 20/40 hours to 40/40 hours at Salary Plan and Grade 3RH 0750 (\$3,302 - \$4,097) in the Library Department.

FISCAL IMPACT:

Upon approval, this action will result in an annual cost to the Library Fund of approximately \$28,977, to be mitigated by a reduction in the use of permanent intermittent staff services. No fiscal impact to the County General Fund.

BACKGROUND:

After a recent reassignment left a part-time Clerk-Experienced Level position located in Pinole vacant, the Library evaluated whether the part-time position fits the Library's current staffing structure. The Library has been working with its partner cities and townships to standardize community library schedules to best

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **06/22/2021** ☒ 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: June 22, 2021

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

By: June McHuen, Deputy

Contact: Samuel Treanor at
925-608-7702

BACKGROUND: (CONT'D)

serve the public. With standardized schedules, the Library seeks to provide more consistent service to the communities it serves and reduce challenges raised through unexpected absences. The Library has determined that an increase in the working hours of this position would more efficiently serve the needs of the Library and the patronage of Pinole, and improve recruitment and retention for the position.

CONSEQUENCE OF NEGATIVE ACTION:

If this position change is not approved, the Library will have recruitment and retention staffing challenges.

ATTACHMENTS

P300 25738 Inc PT Clerk Exp to FT in Library