



Contra  
Costa  
County

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

Subject: Increase the Hours of One Library Assistant-Journey Level position from 20/40 to 40/40

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**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 25759 to increase the hours of one (1) vacant Library Assistant-Journey Level (3KVB) (represented) position (#12995) at Salary Plan and Grade QXX 1030 (\$3,637 - \$4,645) from part time (20/40) to full time (40/40) in the Library Department.

**FISCAL IMPACT:**

Upon approval, this action will result in an annual cost to the Library Fund of approximately \$30,910, to be mitigated by a reduction in the use of permanent intermittent staff services. No fiscal impact to the County General Fund.

**BACKGROUND:**

After the onset of the COVID-19 pandemic, the Library conducted an evaluation of its staffing and scheduling plans in order to better meet the needs of patrons as well as to create more efficient staffing at its community library locations. As a result of that evaluation, the Library identified a need to adjust schedules

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

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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

Contact: Samuel Treanor at  
(925) 608-7702

By: June McHuen, Deputy



### BACKGROUND: (CONT'D)

of select vacant positions to improve employee recruitment, reassignment, and retention. Additionally, the consistent presence of a full-time position would help maintain continuity of service for library patrons.

The Library has determined that a vacant part-time Library Assistant - Journey position (#12995) located in Hercules should be increased from part-time to full-time in order to properly meet staffing and patron needs. This need at the Hercules branch location became more apparent after the Library reopened to the public in April 2021.

### CONSEQUENCE OF NEGATIVE ACTION:

If this position change is not approved, the Library will have difficulties with recruitment and retention, as well as providing services to the public at the Hercules Library.

### ATTACHMENTS

P300 25759\_Inc PT LAJ to FT in Library (Hercules)