



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

---

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 25758 to increase the hours of one (1) vacant Library Assistant-Journey Level (3KVB) (represented) position #11670 from 20/40 hours to 40/40 hours at Salary Plan and Grade QXX 1030 (\$3,638 - \$4,645) 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:**

The City of Pittsburg has a large, diverse, Spanish-speaking population. While the Library has determined that there is a need for bilingual staff to serve Spanish-speaking library patrons, it currently has no Library

☒ 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)

Assistant-Journey Level positions in Pittsburgh that require fluency in Spanish. Additionally, the Library has determined that increasing the position from part-time to full-time will align with the Library's current staffing structure and vision, as well as improve employee recruitment and retention.

### CONSEQUENCE OF NEGATIVE ACTION:

If this position change is not approved, the Library will continue to have difficulties serving its diverse Spanish-speaking population.

### ATTACHMENTS

P300 25758\_Inc PT LAJ to FT in Library