



**Contra
Costa
County**

To: Board of Supervisors
From: Alison McKee, County Librarian
Date: July 13, 2021

Subject: Add one full-time and four part-time Clerk-Experienced Level positions to the Library

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 25766 to add two part time (20/40) Clerk-Experienced Level (JWXB) (represented) positions at the Walnut Creek Library, Position Adjustment Resolution No. 25777 to add one Clerk-Experienced Level (JWXB) (represented) position at the Brentwood Library, and Position Adjustment Resolution No. 25778 to add two two part time (20/40) Clerk-Experienced Level (JWXB) (represented) positions at the Ygnacio Valley Library in the Library Department.

FISCAL IMPACT:

Upon approval, this action will result in an annual cost of \$273,837. This cost will be covered by the Cities of Brentwood and Walnut Creek. No impact to the County General Fund.

BACKGROUND:

As part of its fiscal planning for the coming year, the City of Brentwood City Council voted to increase the number of open hours for the Brentwood Community Library to 52 hours. In order to accommodate these additional hours, an additional full-time Clerk-Experienced

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **07/13/2021** ☒ 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: July 13, 2021

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

Contact: Samuel Treanor at
(925) 608-7702

By: Wendy Mascitto, Deputy

cc:

Level position is necessary.

BACKGROUND: (CONT'D)

The City of Walnut Creek City Council voted to increase the number of open hours for the Walnut Creek and Ygnacio Valley Community Libraries to 52 hours. In order to accommodate these additional hours, four additional 20/40 Clerk-Experienced Level positions are necessary, with two at each library location. These positions will be responsible for handling circulation services with a substantial amount of public contact. These positions are necessary to align with the Library's current staffing and scheduling plan. These positions will also create staffing efficiencies by providing services for the increased hours.

CONSEQUENCE OF NEGATIVE ACTION:

If this position change is not approved, the Library will have difficulties providing services to the public since there may not be adequate staffing to cover the additional hours.

ATTACHMENTS

P300 25766 Library Add 2 PT 20/40 CkExp WCL_July2021

P300 25777 Library Add 1.0 FTE CkExp BRE_July2021

P300 25778_Library Add 2 PT 20/40 CkExp YVL_July2021