SEAL ON THE PROPERTY OF THE PR

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:

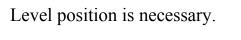
Upon approval, this action will result in an annual cost of \$273,837. This cost will be covered by the Cities of Brentwood and Walnut Creek. No impact to the County General Fund.

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 BOARD 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	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.
Diane Burgis, District III Supervisor	ATTESTED: July 13, 2021
Karen Mitchoff, District IV Supervisor Federal D. Glover, District V Supervisor	Monica Nino, County Administrator and Clerk of the Board of Supervisors
Contact: Samuel Treanor at	By: Wendy Mascitto, Deputy

(925) 608-7702



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.

<u>ATTACHMENTS</u>

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