



Contra
Costa
County

To: Board of Supervisors
From: Alison McKee, County Librarian
Date: August 3, 2021

Subject: Add one part-time Library Assistant-Journey Level position to the Library

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 25776 to add one (1) part-time 20/40 Library Assistant-Journey Level (3KVB) (represented) position at salary plan and grade QXX 1030 (\$3,746.66 - \$4,784.63) in the Library Department.

FISCAL IMPACT:

Upon approval, this action will result in an annual cost approximately \$50,881. This cost will be covered by the City of Concord. No impact to the County General Fund.

BACKGROUND:

The Library has been conducting an evaluation of its staffing and scheduling plans to better meet the needs of patrons and create staffing efficiencies at its various community library locations. As of July 1, 2021, the Library revised operating hours at multiple branch locations and increased the County-funded base hours open to the public from 35 to 40 hours per week. The City of Concord has authorized and is funding 12 additional Library hours beyond the County-funded base hours. As a result of these changes, the Library has determined that it needs a part-time Library Assistant-Journey Level at the Concord Community Library.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **08/03/2021** ☒ 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: August 3, 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)

This Library Assistant will be responsible for handling both circulation and reference services with a substantial amount of public contact. Adding this part-time position will help mitigate some potential scheduling gaps and provide more efficient coverage and service to patrons.

CONSEQUENCE OF NEGATIVE ACTION:

If this position change is not approved, the Library will not have adequate staffing to cover the additional 12 open hours authorized and funded by the City of Concord.

ATTACHMENTS

P300 25776_Add One 20/40 Lib Assist Journey-Concord