



Contra
Costa
County

To: Board of Supervisors
From: Alison McKee, County Librarian
Date: December 7, 2021

Subject: Increase Library Assistant-Journey Level position from part time (20/40) to full time (40/40)

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 25839 to increase the hours of one (1) vacant Library Assistant-Journey Level (3KVB) (represented) position #6235 at salary plan and grade QXX 1030 (\$3,746 - \$4,784) from part time (20/40) hours 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. No fiscal impact to the County general fund.

BACKGROUND:

The Library has been working on a reallocation of resources to create more efficient staffing at its community library locations. As part of that plan, the Library has increased hours at various locations, including at the Clayton Community Library. As a result of the change in hours, the Library has determined that the Clayton community would be better served with a full-time library assistant at that location.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **12/07/2021** ☒ 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: December 7, 2021

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

By: June McHuen, Deputy

Contact: Samuel Treanor at
925-608-7702

Following the beginning of the COVID-19 pandemic, the Library worked on evaluating its staffing and scheduling plans to best meet the needs of patrons. Following this evaluation, the Library determined that its community libraries should each have at least a Tuesday through Saturday schedule. As part of that

BACKGROUND: (CONT'D)

determination, the Library has been working to adjust schedules of its vacant positions to align with this new scheduling plan.

The Library has determined that the part-time Library Assistant-Journey Level position located in Clayton would better serve the needs of the public if it were full time. This will allow for more paraprofessional services to be available to assist patrons.

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.

ATTACHMENTS

P300 25839_Increase LAJ Hours_BOS 12.7.21