



Contra
Costa
County

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

Subject: Cancel one part-time Library Literacy Assistant and Add one full-time Senior Library Literacy Assistant

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 25841 to cancel one (1) vacant permanent part-time Library Literacy Assistant (3KVC) (represented) position # 12988 at salary plan and grade QXX 1030 (\$3,746 - \$4,784); and add one (1) permanent full-time Senior Library Literacy Assistant (3KTC) (represented) position at salary plan and grade QXX 1341 (\$5,097 - \$6,510) in the Library Department.

FISCAL IMPACT:

Upon approval, this action will result in an annual cost to the Library Fund of approximately \$53,203. No fiscal impact to the County general fund.

BACKGROUND:

Project Second Chance ("PSC") is a program that provides literacy instruction to adult students who read or write below the 6th grade level. It operates through the assistance of multiple volunteers who are overseen by Library Literacy Assistant and Senior Library Literacy Assistant staff.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
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

After an evaluation of its current level of services, which has been impacted by the recent pandemic resulting in far more virtual work, the Library and Project Second Chance has determined

BACKGROUND: (CONT'D)

that additional services are needed in the form of a full-time Library Literacy Assistant position. A 2018 study by the Migration Policy Institute showed that existing adult education services serve under 4% of the community need for ESL services.

In Contra Costa County, according to OrangeBoy data, 29% of adults in the community are speakers of languages other than English. Project Second Chance receives frequent referrals from adults schools for students on their ESL class waitlists, many of whom PSC cannot serve because of adult literacy criteria. Offering library-based ESL services will benefit the Library's strategic goal of "easy, equitable access to library services for all Contra Costa residents" and help support market penetration in communities with high percentages of non-English speakers. However, without additional staff hours at the senior level, PSC would not have sufficient staffing to meet the requirements under the program.

Providing ESL services for adults with lower English conversational skills requires specific expertise. This expertise is not appropriate for a Library Literacy Assistant position. Instead, a Senior Library Literacy Assistant would be able to fulfill these needs.

CONSEQUENCE OF NEGATIVE ACTION:

If this position change is not approved, Project Second Chance will be unable to provide English as a Second Language services to a severely underrepresented population.

ATTACHMENTS

P300 25841_Cancel PT LLA_Add FT SLLA_BOS 12.7.21