



**Contra  
Costa  
County**

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

Subject: Increase two part-time Library Assistant-Journey Level positions to full-time

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**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 25847 to increase the hours of one (1) part-time Library Assistant-Journey Level (3KVB) (represented) vacant position #12720 at salary plan and grade QXX 1030 (\$3,746 - \$4,784) from 20/40 hours to 40/40 hours and increase the hours of one (1) part-time Library Assistant-Journey Level (3KVB) (represented) position #6251 at salary plan and grade QXX 1030 (\$3,746 - \$4,784) from 32/40 hours to 40/40 hours in the Library Department.

**FISCAL IMPACT:**

Upon approval, this action will result in an annual cost to the Library Fund of approximately \$43,274. 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 San Pablo Library. As a result of the change in hours, the Library has determined that the San Pablo community would be better served with two full-time library assistants at that location. This will allow for more time for the

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

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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

Contact: Samuel Treanor at  
(925) 608-7702

By: June McHuen, Deputy

paraprofessional services to be available in the community library and to provide needed flexibility in service to the community.

### BACKGROUND: (CONT'D)

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

### 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 25847 - Increase 2 LAJ positions to 4040\_0.7FTE\_BOS 12.7.21