



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Alison McKee, County Librarian  
Date: February 8, 2022

Subject: Cancel one Senior Community Library Manager position and add one Community Library Manager position in the Library

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 25890 to cancel one (1) vacant permanent full-time (40/40) Senior Community Library Manager (3AGH) (represented) position #6232 at salary plan and grade ZAX 1662 (\$7,181.50 - \$9,171.07); and add one (1) permanent full-time (40/40) Community Library Manager (3AGG) (represented) position at salary plan and grade ZAX 1000 (\$6,916.31 - \$8,832.42) in the Library Department.

**FISCAL IMPACT:**

Upon approval, this action will result in an annual savings to the Library Fund of approximately \$43,094. No fiscal impact to the County general fund.

**BACKGROUND:**

The Clayton Library's Senior Community Library Manager announced her retirement effective February 1, 2022. While evaluating the position and need to fill its duties, the Library has determined that adjusting the responsibilities downward to the Community Library Manager would be appropriate. This determination is based on circulation figures and patron population. Assigning the position at the lower level will also make it easier to

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **02/08/2022** ☒ 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: February 8, 2022

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

By: June McHuen, Deputy

Contact: Samuel Treanor at  
925-608-7702

cc:

recruit for and potentially allow for an easier promotional opportunity for qualified staff if they are interested in working at a management level.

**CONSEQUENCE OF NEGATIVE ACTION:**

If this position change is not approved, the Library will not be able to hire staff at the appropriate level for the position's location.

## ATTACHMENTS

P300 25890 - Cancel SCLM add  
CLM