



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Alison McKee, County Librarian  
Date: May 24, 2022

Subject: ADOPT Position Adjustment Resolution No. 25947 to increase the hours of one part-time (1) Library Assistant-Journey Level (3KVB) (represented) positio

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 25947 to increase the hours of one (1) vacant Library Assistant-Journey Level (3KVB) (represented) position #11736 at salary plan and grade QXX 1030 (\$3,746 - \$4,784) from part-time (32/40) hours to full-time (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 \$16,176. 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 branch locations. As part of that plan, the Library has increased or modified hours at various locations, including at the Pleasant Hill Library. The Pleasant Hill Library is also moving to a new location with a new building. As a result of these, the Library has determined that the Pleasant Hill community would be better served with a full-time library

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **05/24/2022** ☒ 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: May 24, 2022

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

By: June McHuen, Deputy

Contact: Samuel Treanor at  
925-608-7702

cc:

assistant at that location.

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.

The Library has determined that the part-time Library Assistant-Journey Level position located in Pleasant Hill would better serve the needs of the public if it was full-time. This will allow for more time for the paraprofessional services to be available in the branch and to provide needed flexibility in service to the community.

### 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 25947 - Increase PHL LAJ from 32/40 - 40/40