



**Contra
Costa
County**

To: Board of Supervisors
From: Alison McKee, County Librarian
Date: June 21, 2022

Subject: Cancel one part-time Clerk-Experienced Level position and Increase the hours of one part-time Clerk-Experienced Level

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 25969 to cancel one (1) part-time 20/40 Clerk-Experienced Level (JWXB) (represented) position number 18486 at salary plan and grade 3RH 0750 (\$3,401.39 - \$4,220.25-) and increase the hours of one (1) part-time 20/40 Clerk-Experienced Level (JWXB) (unrepresented) position number 18487 at salary plan and grade 3RH 0750 (\$3,401.39 - \$4,220.25) to full-time 40/40 in the Library Department.

FISCAL IMPACT:

Upon approval, this action will result in an annual savings to the Library Fund of approximately \$21,278. 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 Ygnacio Valley Library. As a result of this change, the Library has determined that the Ygnacio Valley community would be better served with a full-time clerk at that location.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **06/21/2022** ☒ 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: June 21, 2022

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

By: June McHuen, Deputy

Contact: Samuel Treanor 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 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 Clerk-Experienced Level positions located in Ygnacio Valley would better serve the needs of the public if they were combined into a single full-time position. This will allow for more time for the clerical services to be available in the branch and to provide needed flexibility in service to the community. Additionally, recruitment and retention for a full-time position will be easier than for two part-time positions.

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 25969 AIR 49856 Cancel PT Inc Hours to FT