



**Contra
Costa
County**

To: Board of Supervisors
From: Alison McKee, County Librarian
Date: September 13, 2022

Subject: Increase vacant 20/40 Library Assistant-Journey Level position to 40/40 in the Library

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 26018 to increase the hours of one (1) vacant Library Assistant-Journey Level (3KVB) (represented) position #12696 at salary plan and grade QXX 1030 (\$3,933.99 - \$5,023.86) from part time (20/40) hours to full time (40/40) in the Library Department.

FISCAL IMPACT:

Upon approval, this action will result in an annual cost to the Library Fund of approximately \$29,472. 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 Dougherty Station Library. As a result of this change, the Library has determined that the Dougherty Station community would be better served with a full-time Library Assistant at that location.

Following the beginning of the COVID-19 pandemic, the Library worked on evaluating its

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **09/13/2022** ☒ 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: September 13, 2022

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

Contact: Samuel Treanor at
(925) 608-7702

By: June McHuen, Deputy

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 current, recently vacated part-time Library Assistant-Journey Level position located in Dougherty Station would better serve the needs of the public if it was a full-time position. This will allow for more time for more paraprofessional library 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 a part-time position.

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 26018 - Increase 2040 LAJ to 4040 Dougherty Station Library