



Contra
Costa
County

To: Board of Supervisors
From: Alison McKee, County Librarian
Date: October 11, 2022

Subject: Increase one 20/40 Clerk-Senior Level to 40/40 and add one 40/40 Library Assistant-Journey Level position

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 26052 to increase the hours of one (1) vacant part time 20/40 Clerk-Senior Level (JWXC) (represented) position number 16998 to full time and add one (1) Library Assistant-Journey Level (3KVB) (represented) position in the Library.

FISCAL IMPACT:

Upon approval, this action will result in an annual cost to the Library Fund of approximately \$112,141. 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 San Ramon Library. As a result of this change, the Library has determined that the San Ramon community would be better served with a full-time Library Assistant and full-time Clerk at that location.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **10/11/2022** ☒ 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: October 11, 2022

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

By: June McHuen, Deputy

Contact: Samuel Treanor at
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 current, recently vacated part-time Clerk-Senior Level position located in San Ramon would better serve the needs of the public if it was a full time position. Additionally, a new Library Assistant-Journey Level position is needed to provide more paraprofessional library services within the branch and to provide needed flexibility in service to the community. Further, recruitment and retention for full time positions are more successful than for part time positions.

CONSEQUENCE OF NEGATIVE ACTION:

If this position change is not approved, the Library will have difficulty with recruitment and retention, as well as providing services to the public.

ATTACHMENTS

AIR51156_P300 26052 Add LAJ increase Clerk-Senior Level to 4040