



Contra
Costa
County

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

Subject: Increase Driver Clerk position from 20/40 to 32/40

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 26061 to increase one (1) vacant 20/40 Driver Clerk (9QWA) (Represented) position 6161 at salary plan and grade TB5 1026 (\$3,929 - \$4,776) to 32/40 in the Library Department.

FISCAL IMPACT:

Upon approval, this action will result in an annual cost to the Library Fund of approximately \$14,574. No fiscal impact to the County general fund.

BACKGROUND:

As part of its efforts to provide expanded services to its patrons, the Library has opened remote lockers located in Rossmoor and North Richmond. Additionally, the Library anticipates an increased number of delivery days to the Bay Point Library in the near future. As part of providing services, the Library has determined that a route change is necessary for one of its Driver Clerk positions, with an increase of hours required as a part of that change.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **11/08/2022** ☒ 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: November 8, 2022

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

By: June McHuen, Deputy

Contact: Samuel Treanor, (925)
608-7702

A part-time Driver Clerk position was recently vacated through the retirement of its incumbent. The Library has reassessed its needs for this position and determined it would be more efficient and effective to increase the positions hours to meet increased demand for the remote lockers. An additional 12 hours will provide enough work hours to meet this increased need.

CONSEQUENCE OF NEGATIVE ACTION:

If this position change is not approved, the Library will have difficulties with providing deliveries to its remote lockers as well as anticipates having challenges with ensuring patrons of the Bay Point library receive timely deliveries.

ATTACHMENTS

P300 26061 Increase Driver Clerk from 2040 to 3240 in Library