



**Contra
Costa
County**

To: Board of Supervisors
From: Alison McKee, County Librarian
Date: January 17, 2023

Subject: Increase one 32/40 Librarian II position to 40/40 and cancel one 20/40 Clerk-Senior Level position

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 26077 to increase Librarian II (3AVD) (represented) position number 6023 at salary plan and grade QX5 1001 (\$6,015.26-\$7,311.59) from 32/40 to 40/40 and cancel one (1) (vacant) Clerk-Senior Level (JWXC) (represented) at salary plan and grade 3RX 1033 (\$3,946.43 - \$5,039.75) part-time 20/40 position number 6050 in the Library Department.

FISCAL IMPACT:

Upon approval, this action will result in an annual savings to the Library Fund of approximately \$33,394. 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 El Sobrante Library. As a result of this change, the Library has determined that the El Sobrante community would be better served with an

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **01/17/2023** ☒ 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
Ken Carlson, 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: January 17, 2023

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

Contact: Samuel Treanor (925)
608-7702

By: June McHuen, Deputy

additional full-time Librarian at that location. In making this determination, it also noted that a vacant half-time Clerk-Senior Level position was no longer necessary.

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. Based on the findings of 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 Librarian II position located in El Sobrante would better serve the needs of the public if it was a full-time position. This will allow for more time for more professional 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 26077 Inc HRs Lib II and cancel Clerk SR