

C.167

**POSITION ADJUSTMENT REQUEST**

NO. 26284  
DATE 6/6/2024

Department Library Department No./  
Budget Unit No. 0621 Org No. 3773 Agency No. 85  
Action Requested: Cancel permanent-intermittent Library Assistant-Journey Level (3KVB) position 6107 and add one 20/40 Library Assistant-Journey Level (3KVB) position

Proposed Effective Date: 7/1/2024

Classification Questionnaire attached: Yes  No  / Cost is within Department's budget: Yes  No

Total One-Time Costs (non-salary) associated with request: \$0.00

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost (\$20,452.00) Net County Cost \$0.00  
Total this FY (\$20,452.00) N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Library Fund

Department must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments.

Alison McKee  
\_\_\_\_\_  
(for) Department Head

**REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT**

/s/ Julie Enea 6/11/2024  
\_\_\_\_\_  
Deputy County Administrator Date

**HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS** DATE 6/12/2024  
Cancel one (1) vacant permanent intermittent Library Assistant-Journey Level (3KVB) (represented) position # 6107; and add one (1) permanent part-time (20/40) Library Assistant-Journey Level (3KVB) (represented) position at the Orinda Library branch in the Library Department.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.  
Effective:  Day following Board Action.  
 7/1/2024(Date)  
Amanda Monson 6/12/2024  
\_\_\_\_\_  
(for) Director of Human Resources Date

**COUNTY ADMINISTRATOR RECOMMENDATION:** DATE 6/18/2024  
 Approve Recommendation of Director of Human Resources  
 Disapprove Recommendation of Director of Human Resources  
 Other: \_\_\_\_\_  
/s/ Julie Enea  
\_\_\_\_\_  
(for) County Administrator

**BOARD OF SUPERVISORS ACTION:** Monica Nino, Clerk of the Board of Supervisors and County Administrator  
Adjustment is APPROVED  ~~DISAPPROVED~~   
DATE 6-25-2024 BY [Signature]

**APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT**

**POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION**  
Adjust class(es) / position(s) as follows: