



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Deborah R. Cooper, Clerk-Recorder  
Date: December 15, 2020

Subject: Add One (1) Clerk-Recorder Services Specialist and Cancel One (1) Clerk-Recorder Services Technician Vacant Position

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 25659 to add one (1) Clerk-Recorder Services Specialist (EATA) (represented) at salary plan and grade 3R5 1269 (\$4,622 - \$5,617) and cancel one (1) Clerk-Recorder Services Technician (EAVA) (represented) vacant position #14489 at salary plan and grade 3R5 1135 (\$4,047 - \$4,920) in the Clerk-Recorder Department.

**FISCAL IMPACT:**

There will be an annual cost increase of approximately \$21,170, which will be covered by the department's operating budget.

**BACKGROUND:**

The County Clerk-Recorder Division is requesting to add and cancel one (1) position to fulfill more complex duties associated with the day to day operations of the Division. The Clerk-Recorder's recording volume has increased substantially this year. Additionally, the global health pandemic has made it more complex to complete several duties. That said, workload has increased and staff have become overburdened. With the increased volume expected to continue into 2021, the Clerk-Recorder would like to make this change to more

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **12/15/2020** ☒ 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: December 15, 2020

David Twa, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

Contact: Val Handfield,  
925-335-7898

effectively serve the public.

## BACKGROUND: (CONT'D)

Technicians perform activities that support Recording functions including general document recordings, sorting and preparation of documents for examination, labeling recording documents, mailing of fraud notices to owner of record, return of recorded documents and phone and customer service support. Specialists receive, examine, and record legal documents that affect title to real and personal property. They are skilled at interpreting and applying the complex elements of the California Code, State Regulations, Federal Law and County Ordinances regarding County Clerk and Recorder issues. The increase in both recording volume and complexity warrant the addition of a Specialist level position.

## CONSEQUENCE OF NEGATIVE ACTION:

If unapproved, the department will be at risk of meeting its statutory duty to record certain documents within two (2) business days of receipt.

## ATTACHMENTS

P300 25659 - Add Recorder Spec and Cancel Recorder Tech in CCR