



Contra
Costa
County

To: Board of Supervisors
From: Kathy Ito, Human Resources Consultant
Date: November 3, 2015

Subject: Re-title Assistant County Recorder-Exempt to Assistant County Clerk-Recorder-Exempt

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21763 and INTRODUCE Ordinance 2015-21 to amend the County Ordinance Code to re-title the exempt classification of Assistant County Recorder-Exempt (ALB3) to the new title of Assistant County Clerk-Recorder-Exempt (ALB3), WAIVE reading, and FIX November 10, 2015 for adoption.

FISCAL IMPACT:

There is no cost associated with the action.

BACKGROUND:

Assistant County Recorder-Exempt is a single position classification. The department wishes to re-title the current classification to correctly reflect the classification's official name, define the responsibilities within the department, and to correspond with other County General Government departments.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the classification will not be appropriately titled.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: 11/03/2015 ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Mary N. Piepho, 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 3, 2015

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

By: Stacey M. Boyd, Deputy

Contact: Debi Cooper, (925)
335-7899

ATTACHMENTS

P300 21763 Retitle Asst County Recorder-Exempt to Asst Co
Clerk-Recorder-Exempt
Ordinance No. 2015-21