



**Contra
Costa
County**

To: Board of Supervisors
From: Joseph E. Canciamilla, Clerk-Recorder
Date: August 16, 2016

Subject: Add one Clerk-Recorder Services Manager and one Info. Systems Tech I positions; cancel one Operations Manager and Info. Systems Specialist II position

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21896 to add one (1) Clerk-Recorder Services Manager (EASA) (represented) position at salary plan and grade ZA5 1776 (\$6,718-\$8,166) and one (1) Information Systems Technician I (LTWB) (represented) position at salary plan and grade TB5 1408 (\$4,666-\$5,672); and cancel one (1) Recorder's Operations Manager (J9HF) (represented) vacant position No. 6257 at salary plan and grade ZA5 1450 (\$4,864-\$5,913) and one Information Systems Specialist II (LTVA) (represented) position No. 14985 at salary plan and grade TB5 1393 (\$4,597-\$5,588) in the Clerk Recorder Elections Department.

FISCAL IMPACT:

The net increase in County Cost will be \$11,700 annually; the cost will be funded within the approved budget.

BACKGROUND:

In 2009, the division reorganized and created classifications that were able to perform County Clerk and recording functions. The Recorder Division currently has one Clerk-Recorder Services Manager position that oversee both County Clerk and Recording

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **08/16/2016** ☒ 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: August 16, 2016

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

By: Chris Heck, Deputy

Contact: Debi Cooper,
925-335-7899

cc: Debi Cooper

functions, and a Recorder Operations Manager position that directs recording functions. The Recorder's Operations Manager recently retired and the department would like to cancel the position and add a Clerk-Recorder Services Manager that will oversee both Clerk and Recording functions in the division.

The Elections Division has a vacant Information Systems Specialist II position due to a resignation, and would like to cancel the Information Systems Specialist II position and add an Information Systems Technician

BACKGROUND: (CONT'D)

I position. The department currently has one Information Systems Technician and would like to add an additional position. The Technicians are expected to perform the same task and serve as back-up to each other, and should be at the same classification level.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the department will not have adequate staffing at the Manager level to oversee work flow for both County Clerk and Recording functions which will result in filling a vacant Recorder's Operations Manager position that will only oversee the recording functions. If the department is unable to add an Information Systems Technician, they will continue to have classifications that do not allow the most efficient use of staff and skills needed across the division.

ATTACHMENTS

P300 28196 Clerk Recorder