



**Contra
Costa
County**

To: Board of Supervisors
From: Joseph E. Canciamilla, Clerk-Recorder
Date: May 22, 2018

Subject: Add one Clerk-Recorder Services Specialist, Cancel one Recordable Document Technician

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22256 to add one Clerk-Recorder Services Specialist (EATA) (represented) position at salary plan and grade 3R5 1269 (\$4,188-\$5,091) and cancel one Recordable Documents Technician (J9WF) (represented) vacant position No. 5840 at salary plan and grade 3R5 1252 (\$4,118- \$5,006) in the Clerk-Recorder Division of the Clerk-Recorder-Elections Department.

FISCAL IMPACT:

There will be an increase in salaries and benefits of \$1,600, which is included in the current and future budgets. 100% General Fund.

BACKGROUND:

Recordable Documents Technician is an obsolete classification that is being phased out of the department.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, a position will continue to be classified with an obsolete classification, and the department will not be able to hire the correct classification needed to

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **05/22/2018** ☒ 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: May 22, 2018

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

By: June McHuen, Deputy

Contact: Barbara Dunmore
925-335-7919

perform the work necessary.

ATTACHMENTS

P300 22256 - Add C-R Svcs Spec, Cxl Recordable Doc Tech