SLAL OF

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.

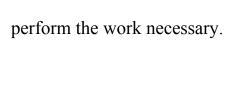
CONSEQUENCE OF NEGATIVE ACTION:

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 CITY ADMINISTRATOR	NTY RECOMMENDATION OF BOARD 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	District II 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.
Diane Burgis, District III Supervisor	
Karen Mitchoff, District IV	
Supervisor Federal D. Glover, District V	David Twa, County Administrator and Clerk of the Board of Supervisors
Supervisor	
	Py: Juna Malluan Danuty

Contact: Barbara Dunmore

925-335-7919



$\underline{\mathsf{ATTACHMENTS}}$

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