



**Contra
Costa
County**

To: Board of Supervisors
From: Joseph E. Canciamilla, Clerk-Recorder
Date: September 25, 2018

Subject: Cancel Recordable Document Tech and Account Clerk-Exp. Level positions and add Clerk-Recorder Svcs. Specialist and Clerk-Specialist positions

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22340 to cancel one Recordable Document Technician (J9WF) (represented) vacant position #5817 at salary plan and grade 3R5 1252 (\$4,242- \$5,156); cancel one Account Clerk-Experienced Level (JDVC) (represented) vacant position #16047 at salary plan and grade 3RH 0755 (\$3,387- \$4,199), and add one Clerk-Recorder Services Specialist (EATA) (represented) position at salary plan and grade 3R5 1269 (\$4,314- \$5,244) and one Clerk-Specialist Level (JWXD) (represented) position at salary plan and grade 3RX 1156 (\$3,847- \$4,913) in the Clerk-Recorder's Office.

FISCAL IMPACT:

100% General Fund. The net annual cost of these actions is \$11,552, and \$8,664 for the remainder of this fiscal year.

BACKGROUND:

These actions cancel positions that are no longer used in the department and replaces them with appropriate classifications.

CONSEQUENCE OF NEGATIVE ACTION:

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **09/25/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I
Supervisor
Candace Andersen, District II
Supervisor
Karen Mitchoff, District IV
Supervisor

ABSENT: Diane Burgis, District III
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: September 25, 2018

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

By: June McHuen, Deputy

Contact: Debi Cooper (925)
335-7897

cc: Debi Cooper

If this action is not approved, positions will remain that are neither effective nor efficient for operations.

ATTACHMENTS

P300 22340 Add/Cxl Position in Clerk-Recorder
Dept