



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Joseph E. Canciamilla, Clerk-Recorder  
Date: October 23, 2018

Subject: Add three Clerk-Recorder Services Technician positions and cancel three Clerk-Recorder Services Specialist vacant positions

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 22350 to add three (3) Clerk-Recorder Services Technician (EAVA) (represented) positions at salary plan and grade 3R5 1135 (\$3,778 - \$4,592) and cancel three (3) vacant Clerk-Recorder Services Specialist (EATA) (represented) positions numbers 17303, 17304, and 17467 at salary plan and grade 3R5 1269 (\$4,314 - \$5,244) in the Clerk-Recorder Department.

**FISCAL IMPACT:**

Annual cost savings of \$10,292.

**BACKGROUND:**

The County Clerk-Recorder division is requesting to add and cancel three positions to aid in recruiting and training. The Division is finding it difficult to attract at the Specialist level and believes it will be more efficient to recruit and hire at the Technician level.

**CONSEQUENCE OF NEGATIVE ACTION:**

If this action is not approved, the department will have inefficient organization of classifications.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **10/23/2018** ☒ 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: October 23, 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

## ATTACHMENTS

P300 No 22350 Add 3 CR Service Techs Cxl 3 CR Services Specialists