



**Contra
Costa
County**

To: Board of Supervisors
From: Joseph E. Canciamilla, Clerk-Recorder
Date: July 30, 2019

Subject: Reallocate Specified Position in Clerk-Recorder-Elections (P300 #22436)

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22436 to 1) REALLOCATE the classification of the Deputy County Clerk-Recorder-Exempt (ALB2) (unrepresented) from salary plan and grade B85-2054 (\$9,765-\$13,086) to salary plan and grade B85-1008 (\$10,985.63-\$14,721.80), incumbent employee #46433 will remain at step 7; and, 2) CANCEL one (1) vacant Clerk-Recorder Services Specialist (EATA) (represented) at salary plan and grade 3R5-1269 (\$4,486-\$5,453); position #17620.

MODIFY Section 33 of the Management Resolution No. 2018/612 to extend a two and one-half percent (2.5%) differential to the classifications of Deputy County Clerk-Recorder-Exempt (ALB2) (unrepresented) at salary plan and grade B85-1008 (\$10,985.63-\$14,721.80), Assistant County Clerk-Recorder-Exempt (ALB3) (unrepresented) at salary plan and grade B85-2054 (\$9,765-\$13,086), and Assistant County Registrar-Exempt (ALB1) (unrepresented) at salary plan and grade B85-2054 (\$9,765-\$13,086) for a Certified Elections/Registration Administrator Certification.

FISCAL IMPACT:

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **07/30/2019** ☒ 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: July 30, 2019

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

By: Jami Napier, Deputy

Contact: Joe Canciamilla, (925)
335-7899

The action is cost saving.

BACKGROUND:

The current County Clerk-Recorder was appointed by the Board of Supervisors in 2013 to replace the retiring incumbent, who had held the position for over 25 years. After careful and detailed analysis of department policies, past and current operations and actual and projected future needs, the County Clerk-Recorder designed an administrative reorganization to address issues with coverage, oversight and to centralize administrative functions.

Historically, many operational functions such as contracting, purchasing, travel and others had been isolated within the Divisions, resulting often in duplication of efforts and increased costs.

As a result of legislative, legal and operational changes in Division and Departmental operations there was a need to carefully review workflow and job responsibilities. The recommended actions allow the department to make improvements in cross-training, operational efficiencies, and resource-sharing across division lines. This expands staffing flexibility, provides appropriate department oversight, puts the department in parity with other elected department heads and their administrative staff, as well as addresses issues with recruitment, retention and succession planning.

The substantial increase in responsibilities for the Deputy not only expands that position's role within the department, but creates a clear line of direct operational and supervisory authority within the administrative ranks.

The Certified Elections/Registration Administrator Certificate is issued by the Election Center-Professional Education Program. The Certified Elections/Registration Administrator is a professional education program that is unique in the elections profession. It is the only national program of continuing professional education which specializes in voter registration and elections administration.

CONSEQUENCE OF NEGATIVE ACTION:

For long-term continuity, these actions are required to train, retain, and recruit qualified applicants. Failure to appropriately oversee department functions, particularly election services, could create serious legal and financial issues for the County.

ATTACHMENTS

P300 #22436: Clerk-Recorder Administration Reorganization

Attachment to P300 22436