



Contra
Costa
County

To: Board of Supervisors
From:
Date: November 5, 2019

Subject: Process for Appointment of a County Clerk-Recorder

RECOMMENDATION(S):

ACCEPT report from the County Administrator on the appointment process of a new Clerk-Recorder, and provide staff direction as to what actions the Board wishes to take in this regard.

FISCAL IMPACT:

None. This is an informational report and has no fiscal impact.

BACKGROUND:

The Clerk-Recorder, Joseph Canciamilla, has announced his retirement as of October 31, 2019. State law provides for the Board of Supervisors to appoint an individual for the remainder of his term that will expire January 2, 2023. The minimum qualifications are that the person must be 18 years of age, a citizen of California, and a resident and registered voter of this County upon appointment.

In 2012 when Steve Weir announced he was retiring in the middle of his term, the Board adopted a transparent, open process that resulted in Joseph Canciamilla's appointment as Steve Weir's replacement. Specifically, the Board authorized the County Administrator to

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **11/05/2019** ☒ APPROVED AS RECOMMENDED ☒ OTHER

Clerks Notes: See Addendum

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: November 5, 2019

, County Administrator and Clerk of the Board of
Supervisors

Contact: Lisa Driscoll, County
Finance Director (925) 335-1023

By: June McHuen, Deputy

accept applications for the position and open the application period for a specific period of time. Following the close of the application process, and in open session, the Board reviewed all applications and selected two individuals to be interviewed.

BACKGROUND: (CONT'D)

Subsequently, in open session, the Board interviewed the two selected candidates and chose Joseph Canciamilla as the finalist. The Board then authorized the County Administrator to conduct a criminal background check and obtain an Economic Disclosure Statement (Form 700) from Joseph Canciamilla. Based on no significant issues from the background check, the Board Appointed Joseph Canciamilla effective April 1, 2013.

The County Administrator is recommending that the Board adopt a similar process for the selection of the next Clerk-Recorder.

CONSEQUENCE OF NEGATIVE ACTION:

Inaction or negative action would delay establishment of a process for appointment of a County Clerk-Recorder.

CLERK'S ADDENDUM

The composition of the office of County Clerk-Recorder will remain in its current form;

The County Administrator's Office will hold a state-wide recruitment effort from November 8, 2019 through December 16, 2019;

The Board authorized the County Administrator's Office division of Clerk of the Board to accept applications for the position, the physical form of the application to be in possession of the office by 5:00 p.m. on December 16, 2019;

Applicant chosen for the position must be a resident of Contra Costa County on the effective date of appointment;

In open session, the Board of Supervisors will review all applications and select candidates to interview on January 14, 2020;

The Board authorized the County Administrator to perform a social media and internet check on the candidates and to obtain an Economic Disclosure Statement (Form 700);

The candidates will be interviewed by the Board on January 21, 2020, and a finalist chosen;

The Board authorized the County Administrator to obtain fingerprints and a criminal background check on the finalist;

The Board will appoint the finalist as Clerk-Recorder on February 4, 2020.