



Contra
Costa
County

To: Board of Supervisors
From: Deborah R. Cooper, Clerk-Recorder
Date: November 29, 2022

Subject: Add One Clerk-Recorder Services Specialist Position and Cancel One Clerk-Specialist Level Position

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 26064 to add one (1) Clerk-Recorder Services Specialist (EATA) (represented) position at salary plan and grade 3R5-1269 (\$4,998.18-\$6075.32), and cancel one (1) vacant Clerk-Specialist Level (JWXD) (represented) position number 11957 salary plan 3RX-1156 (\$4,457.54-\$5,692.46) in the Clerk-Recorder Department.

FISCAL IMPACT:

100% County General Fund. The total cost of this request will be \$4,594 annually and \$2,680 in this fiscal year, these costs are within the department's operating budget.

BACKGROUND:

The Clerk-Recorder Division hosts department-specific job classifications to distinguish the technical duties and responsibilities performed by incumbents, beyond those of the County-wide Clerk deep class series. Since the inception of these departmental job classifications, the Clerk-Recorder Division has transitioned to using the Clerk-Experienced Level (JWXB) class as an entry-level rank and file position, while reserving more advanced tasks and procedures for job classifications specifically associated with the Clerk-Recorder

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: 11/29/2022 ☒ 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: November 29, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

Contact: Tyler Stull (925)
335-7997

cc: Tyler Stull, Sylvia WongTam

Division.

The long-time incumbent Clerk-Specialist Level recently retired, creating the vacancy. The department is interested in reclassifying this position to a Clerk-Recorder Services Specialist classification to align with the other staffing in the division. This is the final Clerk Specialist position in the department and this request would allow the division to more equitably rotate responsibilities.

CONSEQUENCE OF NEGATIVE ACTION:

The Clerk-Recorder Division will have less bandwidth for training staff on, and performing, more technical responsibilities.

ATTACHMENTS

P300 26064 Add 1 Clerk Rec Sv Spec and cancel 1 Clerk Spclst