



Legislation Details (With Text)

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File created: 3/11/2019 **In control:** Board of Supervisors

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Title: Recorder-Clerk recommending the Board adopt and authorize the Chair to sign Resolution 028-2019 to:
 1) Delete one filled and one vacant (2.0 FTE) Microfilm/Imaging Technician I/II positions; and
 2) Authorize the Human Resources Department to initiate and process a reduction in force. (Est. Time: 10 Min.)

FUNDING: N/A - General Fund Cost Reduction.

Sponsors:

Indexes:

Code sections:

Attachments: 1. A - Recorder Clerk Reso, 2. B - Counsel Approval, 3. Executed Resolution 028-2019

Date	Ver.	Action By	Action	Result
3/19/2019	1	Board of Supervisors	Approved	Pass

Recorder-Clerk recommending the Board adopt and authorize the Chair to sign Resolution **028-2019** to:
 1) Delete one filled and one vacant (2.0 FTE) Microfilm/Imaging Technician I/II positions; and
 2) Authorize the Human Resources Department to initiate and process a reduction in force. (Est. Time: 10 Min.)

FUNDING: N/A - General Fund Cost Reduction.

DISCUSSION / BACKGROUND

The El Dorado County Recorder-Clerk has a total full-time equivalent employee count of 16 and a budget of \$1.9 million. Although the fees for the services provided by the Office result in no net county cost, the Record-Clerk has been reviewing services and evaluating staffing levels within the Office.

Currently the Office has two (2) Microfilm/Imaging Technician I/II positions allocated. The Office no longer processes film. They digitally scan or import all recorded and filed documents. Based on the limited specifications of the job class, the workload assigned to these employees has decreased significantly.

In addition, the volume of recorded documents has decreased by approximately 15,000 per year over the last three years (-23.5%). The number of recordings have decreased from a high of 64,547 to 49,322. Currently 58% of our recorded documents are electronically recorded which only requires the images to be imported into the system. With the implementation of the SouthTech system, we will be seeing several efficiencies because of its paperless features.

The CAO's office conducted a benchmark study in 2015 and found that El Dorado County Recorder-

Clerk staffs 1.77 more full time equivalent employees than the median number in other similar County Recorder-Clerk Offices in California (these include the counties of Butte, Yolo, Shasta, Imperial, Marin, Merced, Santa Cruz, San Luis Obispo, Mendocino, Napa, Placer, and Humboldt).

The Recorder-Clerk has analyzed the workload of the Microfilm/Imaging Technicians and has determined that the remaining workload does not require two positions. Given the lack of work for microfilm and imaging processing, the Recorder-Clerk is recommending the Board approve the deletion of 2.0 FTE Microfilm/Imaging Technicians I/II from the department personnel allocation. Approval of this change would reduce staff costs without negatively impacting the services provided by the Recorder-Clerk.

This Reduction in Force will follow County approved policies and procedures as required by the respective Memorandum of Understanding between the County and the affected labor organization.

ALTERNATIVES

The Board could choose to direct the Recorder-Clerk's Office to keep the positions.

OTHER DEPARTMENT / AGENCY INVOLVEMENT

Human Resources, Local 1

CAO RECOMMENDATION

Due to the reduced workload in the Recorder-Clerks Office, the Chief Administrative Officer requested that the department provide an assessment of the potential impacts to workload if reductions were to be made in the Office of the Recorder-Clerk. Considering service levels will not be impacted as a result of the reduction in overall workload and the changes in processing microfilm and imaging work, it is recommended that the Board approve this item.

FINANCIAL IMPACT

This will result in prorated savings of approximately \$36,500 in FY 2018-19 and approximately \$146,000 in FY 2019-20.

CLERK OF THE BOARD FOLLOW UP ACTIONS

Clerk of the Board to provide Human Resources (Attention: Katie Lee) a copy of the fully-executed Resolution.

STRATEGIC PLAN COMPONENT

Good Governance

CONTACT

Janelle Horne, Recorder-Clerk