



## Legislation Text

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**File #:** 19-1616, **Version:** 1

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Human Resources Department recommending the Board approve the revised department-specific class specification: Deputy Clerk of the Board I/II.

**FUNDING:** N/A

### **DISCUSSION / BACKGROUND**

During a recent recruitment for Deputy Clerk of the Board I/II, it was determined that the class specification needed to be revised as some of the duties are no longer performed by this classification. Additionally, the minimum qualifications for the classification listed "experience transcribing meeting minutes" and that is also no longer required. In order to recruit the best qualified candidates with the appropriate qualifications to fill the position, Human Resources worked with the Clerk of the Board of Supervisors to update the class specification, which now reflects the current duties and responsibilities performed.

### **ALTERNATIVES**

The Board could choose not to adopt the revised class specification.

### **PRIOR BOARD ACTION**

This class specification was last revised and adopted on March 20, 2018 (Legistar #18-0350).

### **OTHER DEPARTMENT / AGENCY INVOLVEMENT**

Board of Supervisors Office

### **CAO RECOMMENDATION**

It is recommended that the Board approve this item.

### **FINANCIAL IMPACT**

The adoption of the revised class specification will not result in any financial impact, as there are no corresponding changes to the compensation structure.

### **CLERK OF THE BOARD FOLLOW UP ACTIONS**

N/A

### **STRATEGIC PLAN COMPONENT**

Good Governance

### **CONTACT**

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