



Legislation Details (With Text)

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Type: Agenda Item **Status:** Approved

File created: 8/3/2018 **In control:** Board of Supervisors

On agenda: 8/14/2018 **Final action:** 8/14/2018

Title: Recorder-Clerk recommending the Board adopt and authorize the Chair to sign Resolution 168-2018 to increase the Recorder-Clerk personnel allocation by 1.0 full time equivalent Assistant County Recorder position to provide an overlap position for training purposes, until the planned retirement of the incumbent in October 2018. The additional Assistant County Recorder position will be deleted effective with the retirement of the current incumbent.

FUNDING: General Fund.

Sponsors:

Indexes:

Code sections:

Attachments: 1. A - 18-1230 CC Reso Approval, 2. B - 18-1230 Reso to add Asst County Recorder, 3. Executed Resolution 168-2018

Date	Ver.	Action By	Action	Result
8/14/2018	1	Board of Supervisors	Approved	Pass

Recorder-Clerk recommending the Board adopt and authorize the Chair to sign Resolution **168-2018** to increase the Recorder-Clerk personnel allocation by 1.0 full time equivalent Assistant County Recorder position to provide an overlap position for training purposes, until the planned retirement of the incumbent in October 2018. The additional Assistant County Recorder position will be deleted effective with the retirement of the current incumbent.

FUNDING: General Fund.

DEPARTMENT RECOMMENDATION:

Recorder-Clerk recommending the Board adopt and authorize the Chair to sign Resolution **168-2018** to increase the Recorder-Clerk personnel allocation by 1.0 full time equivalent Assistant County Recorder position to provide an overlap position for training purposes, until the planned retirement of the incumbent in October 2018. The additional Assistant County Recorder position will be deleted effective with the retirement of the current incumbent.

DISCUSSION / BACKGROUND:

On April 3, 2018, the Board approved the addition of 1.0 FTE Assistant County Recorder position for purposes of cross-training with the incumbent until her retirement on October 31, 2018 (Resolution 048-2018, Legistar 18-0115). However, the final personnel allocation approved by the Board with the budget on June 26, 2018 (Resolution 132-2018) did not include this additional allocation. Approval by the Board is required to add this 1.0 FTE back to the personnel allocation, allowing for completion of the hiring process.

The Assistant County Recorder has announced her scheduled retirement for approximately October 31, 2018. This position supervises 15 Full Time Equivalent (FTE) positions and is responsible for

both Recorder and Clerk activities. In addition to recruiting, hiring and training new employees as a result of recent vacancies, the Assistant County Recorder is the key position with regard to the following projects: Continuity of Operations and Government Planning (COOP/COG) for the department, Recorder-Clerk fee study, administration and implementation of the new recording management system, preparation of the budget, Special Revenue Fund analysis and tracking, and performance measures tracking.

The Recorder-Clerk is recommending that training a new person in all aspects of supervising the department while implementing new systems (a new recording system as well as FENIX) in addition to the transfer of nearly 30 years of institutional and legislative knowledge will require significant overlap of the position.

ALTERNATIVES:

N/A

OTHER DEPARTMENT / AGENCY INVOLVEMENT:

Human Resources

CAO RECOMMENDATION:

It is recommended that the Board approve this item.

FINANCIAL IMPACT:

It is also estimated that the overlap position will be in place for approximately four (2) months in FY 2018-19, with a cost of approximately \$22,000. This amount was included in the FY 2018-19 Recommended Budget.

CLERK OF THE BOARD FOLLOW UP ACTIONS

Clerk of the Board to obtain signature of Chair on the attached Resolution.

STRATEGIC PLAN COMPONENT:

Good Governance

CONTACT

William Schultz, Recorder-Clerk