



Legislation Text

File #: 18-0115, **Version:** 1

Recorder-Clerk recommending the Board adopt and authorize the Chair to sign Resolution **048-2018** 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, and authorize the Human Resources Department to initiate the recruitment upon confirmation of the retirement date of the incumbent. 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 **048-2018** 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, and authorize the Human Resources Department to initiate the recruitment upon confirmation of the retirement date of the incumbent. The additional Assistant County Recorder position will be deleted effective with the retirement of the current incumbent.

DISCUSSION / BACKGROUND:

The Assistant County Recorder has announced her scheduled retirement for approximately October 31, 2018. She has held this position for 18 years, and in order to allow sufficient time to train a newly hired Assistant Recorder, the Recorder-Clerk is recommending that recruitment for a replacement be initiated in April/May 2018, with a targeted start in May/June 2018. Recruitment will be initiated upon confirmation of the retirement date of the incumbent.

The Assistant County Recorder 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, contract negotiation and administration of the new recording management system, preparation of the FY 2018-19 recommended budget, Special Revenue Fund analysis and tracking, and performance measures tracking.

The Recorder-Clerk Department will purchase and implement a new recording management system in July 2018, and it will be essential for a newly-hired Assistant County Recorder to be involved with the early stages of this project.

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:

There is no Net County Cost in FY 2017-18 associated with this Agenda item. Sufficient funds from salary/benefits savings are available to pay for the overlap of approximately two (2) months, with a maximum impact of approximately \$22,000. It is also estimated that the position will be in effect for approximately four (4) months in FY 2018-19, with a cost of approximately \$44,000. This amount will be 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