



## Legislation Text

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**File #:** 22-1436, **Version:** 1

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Clerk of the Board recommending the Board:

- 1) Approve and adopt the new class specification: Records Center Manager; and
- 2) Adopt and authorize the Chair to sign Resolution **121-2022** to approve the Job Class Number (JCN), bargaining unit, and salary range for the new classification of Records Center Manager and add 1.0 full time equivalent Records Center Manager allocation to the Board of Supervisors' Office.

**FUNDING:** General Fund with partial cost recovery through the Countywide Cost Allocation Plan.

### **DISCUSSION / BACKGROUND**

At the request of the Board of Supervisors' Office, Human Resources analyzed classifications that could be assigned to oversee the development and ongoing management of the County's records program. In reviewing the comprehensive body and scope of work to be assigned, it was determined no current classification available would be able to perform the unique work without splitting time between other assigned duties. The review indicated that a dedicated classification and position would be appropriate given the unique and evolving requirements placed on public sector records programs. The position will serve as a County-wide subject matter expert and liaison to outside agencies for the records program. Over time this work has been shared by multiple County departments with each having the responsibility for monitoring compliance with conflicting policies regarding management, retention, and destruction schedules. Based on the duties, Human Resources recommends the new classification of Records Center Manager be created to provide immediate and long-term oversight and coordination of the County's records program.

As noted in the Fiscal Year (FY) 2022-23 Recommended Budget, the increased appropriations for the position are included in the Board of Supervisors' FY 2022-23 Recommended Budget, but as the class specification was not created in time the addition of the allocation was not included in the Recommended Budget.

### **ALTERNATIVES**

The Board could choose not to approve any of the recommendations herein and direct the Clerk of the Board and Human Resources to make revisions or conduct additional analysis.

### **PRIOR BOARD ACTION**

N/A.

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

Human Resources, County Counsel

### **CAO RECOMMENDATION**

Approve as recommended.

### **FINANCIAL IMPACT**

As approved in the FY 2022-23 Recommended Budget, the Records Center Manager allocation

increases Salaries and Benefits costs by approximately \$120,000 annually. This is a General Fund cost with partial cost recovery through the Countywide Cost Allocation Plan.

**CLERK OF THE BOARD FOLLOW UP ACTIONS**

Upon Board adoption and approval, please provide a copy of the executed Resolution to Heather Andersen in Human Resources.

**STRATEGIC PLAN COMPONENT**

Good Governance

**CONTACT**

Kim Dawson, Clerk of the Board