



# MEMORANDUM

**TO:** Board of Supervisors

**FROM:** Heather Foster, Clerk-Recorder

**DATE:** April 21, 2020

**ITEM:** Authorization to advertise and fill the vacant position in the Clerk-Recorder's office at the level of Chief Deputy Clerk-Recorder, A through E Step.

**BACKGROUND:** Previously the staffing for the Clerk-Recorder's office consisted of the Clerk-Recorder, Assistant Clerk-Recorder, and Chief Deputy Clerk-Recorder. In December 2018 the Chief Deputy Clerk-Recorder resigned from my office. Since that time I have attempted to advertise and hire at the entry level positions of Deputy Clerk-Recorder I-III with limited success.

As you are aware, the Clerk-Recorder's office performs a number of vital services required by state law (i.e. administering state and local elections, recordation and preservation of official documents and vital records, various clerk filings, the processing and maintaining of the Board of Supervisors' records, etc.) and cannot operate efficiently over long periods of time with less than two full-time employees. As a result, I am requesting authorization to hire at the Chief Deputy Clerk-Recorder level in an attempt to attract candidates who have experience in working for state or local government, can perform more difficult and complex work required within the office and who would require less training than those who meet the requirements at the entry level positions. I am hopeful that recruiting at a higher level position will entice someone who is interested in a long term career with the county, which is vital to the continued operations in a small office with multiple county functions.

**FISCAL IMPACT:** No fiscal impact. There has been a vacancy in the office for a number of months, so there would actually be a savings in this year's budget. In addition, this position was previously at this level in 2018 and is in the same Topography as the Deputy Clerk-Recorder I-III positions.

**RECOMMENDED ACTION:** Authorize advertising and filling the current vacant position in the Clerk-Recorder's office at the level of Chief Deputy Clerk-Recorder, A through E Step.

Exhibit B.2  
TOPOGRAPH B

January 25, 2020

INCREASE							After	After
		1.02000					5 Years	10 Years
CLASS		STEP A	STEP B	STEP C	STEP D	STEP E	L 1	L 2
8	MONTH	2,700.45	2,835.47	2,977.25	3,126.10	3,282.41	3,446.52	3,618.85
	HOUR	15.5795	16.3585	17.1764	18.0352	18.9370	19.8838	20.8780
12	MONTH	3,016.45	3,167.27	3,325.63	3,491.91	3,666.51	3,849.83	4,042.32
	HOUR	17.4026	18.2727	19.1863	20.1457	21.1529	22.2106	23.3211
15	MONTH	3,333.76	3,500.45	3,675.48	3,859.24	4,052.20	4,254.81	4,467.55
	HOUR	19.2332	20.1949	21.2047	22.2649	23.3781	24.5470	25.7744
19	MONTH	3,652.38	3,835.00	4,026.75	4,228.09	4,439.49	4,661.46	4,894.53
	HOUR	21.0714	22.1250	23.2313	24.3928	25.6124	26.8930	28.2377

Exhibit B.3

PARITY CLASSES

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<b>Class 8</b>	Account Tech 1 Assessment Tech 1	<b>Dep Clerk-Recorder 1</b> Permit Tech 1	Victim-Witness Adv 1	Eligibility Wkr 1	Sub Abuse Prev Tech 1
<b>Class 12</b>	Account Tech 2 Assessment Tech 2	<b>Dep Clerk-Recorder 2</b> Per Mentor	Victim-Witness Adv 2 Permit Tech 2	Eligibility Wkr 2 Integrated Case Wkr 1	Sub Abuse Prev Tech 2 Health Assist. 1
<b>Class 15</b>	Account Tech 3 Assessment Tech 3	<b>Dep Clerk-Recorder 3</b> Permit Tech 3	Victim-Witness Adv 3	Eligibility Wkr 3 Integrated Case Wkr 2	Sub Abuse Prev Tech 3 Health Assist. 2
<b>Class 19</b>	Chief Account Tech Chief Assessment Tech	<b>Chief Clerk-recorder</b>	Department Specialist Dept. Specialist-Probation/Court	Health Assist. 3 Integrated Case Wkr 3	

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