



COUNTY OF HUMBOLDT

For the meeting of: 8/20/2019

File #: 19-1180

To: Board of Supervisors

From: Clerk/Recorder

Agenda Section: Consent

SUBJECT:

Reallocate One Full-Time Equivalent (1.0 FTE) to a Senior Recordable Documents Examiner Position in Budget Unit 271

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve the reallocation of one full-time equivalent (1.0 FTE) Senior Microfilm Technician position (salary range 351, class 154) into 1.0 FTE Senior Recordable Documents Examiner position (salary range 342, class 158) in budget unit 271 effective immediately.

SOURCE OF FUNDING:

General Fund - Recorder's budget 271

DISCUSSION:

The Clerk/Recorder currently has one full time (1.0 FTE) Sr. Microfilm Technician which became vacant on July 31, 2019. Due to outsourcing for the Recorder's microfilm and microfiche production and updated technology through integrated Clerk Recorder software systems, this position's characteristics and responsibilities have become outdated and no longer apply to the work being completed. Through an assessment of the position description and scope of work, this department has concluded the role to be better aligned with the duties and responsibilities of a Senior Recordable Document Examiner. The Clerk/Recorder is requesting to reallocate the (1.0 FTE) Senior Microfilm Technician position into one (1.0 FTE) Senior Recordable Document Examiner position, effective immediately.

FINANCIAL IMPACT:

The requested reallocation will result in an approximate savings for the Clerk Recorder of \$2,243 through the remainder of fiscal year 2019-20 in fund 1100, budget unit 271.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by managing our resources to ensure sustainability of services .

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose not to approve the reallocation. This is not recommended, as it would prevent the Clerk/Recorder from effectively managing resources by providing a position that better meets current staffing needs.

ATTACHMENTS:

Classification Review Request

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A