



MARIPOSA COUNTY

Assessor-Recorder ·



RESOLUTION - ACTION REQUESTED 2018-455

MEETING: September 25, 2018
TO: The Board of Supervisors
FROM: Brent Joseph, Assessor-Recorder
RE: Authorize Assessment-Recording Clerk Allocation Changes

RECOMMENDATION AND JUSTIFICATION:

Approve the Allocation of one additional Assessment-Recording Clerk III position and eliminate one Assessment-Recording Clerk I/II Allocation in the Assessor-Recorder's Office effective September 1, 2018.

With the implementation of more State-mandated programs, such as *The Building Homes and Jobs Act*, the recording function of the Assessor-Recorder's Office has become even more specialized. The Clerk most often responsible for administering recorder operations is functioning at an Assessment-Recording Clerk III level. This requested action changes the allocations within the Assessor-Recorder's Office from three Assessment-Recording Clerk I/II's and one Assessment-Recording Clerk III to two Assessment-Recording Clerk I/II's and two Assessment-Recording Clerk III's.

The allocation change was funded in the 2018/2019 fiscal year adopted budget, which was recently approved by the Board of Supervisors. This action will formalize the number of position allocations needed for the Assessment-Recording Clerk series.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Per current policy, the Board of Supervisors reviews and approves any changes to the employee allocation schedule.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve the Assessment-Recording Clerk allocation change. The Assessment-Recording Clerk would not be able to perform the higher level duties that are necessary as described in this requested action.

FINANCIAL IMPACT:

The Department's 2018/2019 fiscal year adopted budget includes funds for this allocation change.

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RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]

MOVER: Merlin Jones, District II Supervisor

SECONDER: Marshall Long, District III Supervisor

AYES: Smallcombe, Jones, Long, Cann, Menetrey