



Board Agenda Item 36

DATE: February 22, 2022

TO: Board of Supervisors

SUBMITTED BY: Hollis Magill, Director of Human Resources

SUBJECT: Salary Resolution Amendment, Assessor-Recorder

RECOMMENDED ACTION(S):

1. **Approve Salary Resolution Amendment reclassifying the Office Assistant I/II and the Property Recording Clerk positions in the Assessor-Recorder's Office Org 1048 upwards to Recording Technician I/II, effective February 21, 2022, as reflected on Appendix "A"; and**
2. **Approve Salary Resolution Amendment deleting the Property Recording Clerk classification, effective February 21, 2022, as reflected on Appendix "A"; and**
3. **Approve Salary Resolution Amendment reclassifying the Supervising Office Assistant positions in the Assessor-Recorder's Office Org 1048 upward to Supervising Recording Technician, effective February 21, 2022, as reflected in Appendix "A".**

There is no Net County Cost (NCC) associated with these actions. Approval of the recommended actions will implement the recommendations of a classification and compensation study performed by the Department of Human Resources, reclassifying upward thirteen Office Assistant I/II positions and seven Property Recording Clerk positions to Recording Technician I/II, deleting the Property Recording Clerk classification (which will be vacant), and reclassifying three Supervising Office Assistant positions in the Assessor-Recorder's office upward to Supervising Recording Technician. This item directly impacts the Assessor-Recorder's Office but has countywide implications.

ALTERNATIVE ACTION(S):

If your Board were not to approve the recommended actions, the existing classifications would remain unchanged, and the incumbents would continue working out of class.

FISCAL IMPACT:

There is no increase in NCC associated with the recommended actions. The estimated cost for FY 2021-22 is approximately \$93,221, which will be absorbed within the FY 2021-22 Assessor-Recorder Org 1048 Adopted Budget. All costs associated with reclassifying the positions are covered by fees established by the State of California for Recorder's services.

DISCUSSION:

The Department of Human Resources recently completed a classification study of the Office Assistant I/II, Supervising Office Assistant, and Property Recording Clerk positions within the Assessor-Recorder's office. The Department of Human Resources reviewed Job Specifications, Classification Questionnaires, and conducted Position Audits of incumbents, and compared similar positions from other County agencies within the comparable area in the development of the study analysis and subsequent recommendations.

The findings of the study show that the positions being recommended for reclassification are conducting work of a technical nature in that they are working with legal documents while recording and indexing real property and other legal documents, instruments, and vital records. This indicates not only more significant determinations within the set of job duties, but also a higher consequence of error. Furthermore, the similarly related positions at other agencies within the comparable area indicate current pay similar to Program Technician I/II pay within Fresno County, thereby affirming the recommendation to set the recommended pay for the new Recording Technician I/II classifications equivalent to the Program Technician I/II pay as a means for preserving internal equity.

If your Board approves the recommended actions, incumbents in the Office Assistant I/II, and Property Recording Clerk positions within the Assessor-Recorder's Office will be reclassified upward to Recording Technician I/II, and Supervising Office Assistant positions within the Assessor-Recorder's Office will be reclassified upward to Supervising Recording Technician, and the obsolete Property Recording Clerk classification, which will be vacant, will be deleted.

ATTACHMENTS INCLUDED AND/OR ON FILE:

Salary Resolution Amendment - Appendix "A"
MOU Addendum - Unit 22
MOU Addendum - Unit 36

CAO ANALYST:

Yussel Zalapa