



BOARD OF SUPERVISORS  
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors  
105 E. Anapamu Street, Suite 407  
Santa Barbara, CA 93101  
(805) 568-2240

**Department Name:** Clerk-Recorder-Assessor  
**Department No.:** 062  
**For Agenda Of:** February 4, 2020  
**Placement:** Administrative  
**Estimated Time:**  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

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**TO:** Board of Supervisors

**FROM:** Department Joseph E. Holland, County Clerk, Recorder, and Assessor  
Director(s)  
Contact Info: Dylan Tekautz, Fiscal Manager, 568-2214

**SUBJECT:** Clerk-Recorder-Assessor Position Allocation Change

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**County Counsel Concurrence**

As to form: Yes

Other Concurrence: Human Resources

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors:

- a) Approve the salary resolution changing existing position allocations in the Clerk-Recorder-Assessor Department, effective on February 10, 2020 (Attachment A); and
- b) Determine that the above actions are not a “project” and are exempt from CEQA pursuant to Section 15378(b)(5) because they are organization or administrative activities of governments that will not result in direct or indirect physical changes to the environment.

**Summary Text:**

The recommended action would add 0.2 FTE to a 0.8 FTE Administrative Office Professional I/II position making it a full 1.0 FTE.

**Background:**

The Clerk-Recorder division within the Clerk-Recorder-Assessor Department utilizes several Administrative Office Professionals to perform the majority of its operation functions. Due to the frequency of turnover, the difficulty of filling a part-time position, and the implementation of a new

recording system, the recommended action aligns the Clerk-Recorder’s staffing levels with the division’s operational needs.

Additionally, effective October 1, 2020, there will be a new federal law (REAL ID Act) regarding driver’s licenses that may affect many individuals. The requirements may include obtaining a copy of a birth and/or marriage certificate and possibly amending a record for accuracy. Currently, the Clerk-Recorder is issuing an average of 86 vital records per day, a 10% increase from prior year activity. The Clerk-Recorder expects this trend to continue (or increase) and has adequate resources from the associated fees to fund the additional 0.2 FTE. The additional 0.2 FTE will also provide the Clerk-Recorder with added capacity to perform marriage ceremonies. Presently, the Clerk-Recorder continues to turn away marriage ceremony bookings due to insufficient staffing.

**Fiscal and Facilities Impacts:**

Budgeted: Yes

**Fiscal Analysis:**

<b><u>Funding Sources</u></b>	<b><u>Current FY Cost:</u></b>	<b><u>Annualized On-going Cost:</u></b>	<b><u>Total One-Time Project Cost</u></b>
General Fund			
State			
Federal			
Fees	\$ 5,500.00		
Other:			
Total	\$ 5,500.00	\$ -	\$ -

Narrative: Based on an effective date of February 10, 2020, adding 0.2 FTE to the vacant Administrative Office Professional I/II position will cost approximately \$5,500 in FY 2019-20. That amount will be funded through service fees and Restricted Clerk-Recorder fund balance.

**Staffing Impacts:**

<b><u>Legal Positions:</u></b>	<b><u>FTEs:</u></b>
0	Add 0.2

There is no change to the total number of legal positions allocated to the Clerk-Recorder-Assessor Department as a result of this increase in FTE. The total number of part-time allocated positions will decrease by one, and the total number of full-time allocated positions will increase by one.

**Special Instructions:**

Please send one copy of the minute order and fully-executed resolution to Dylan Tekautz in the Clerk-Recorder-Assessor.

Please also send one (1) copy of the fully executed resolution and minute order to Stefan Brewer, Workforce Planning Division, Human Resources Department, at [SBrewer@sbcountyhr.org](mailto:SBrewer@sbcountyhr.org).

**Attachments:**

Attachment A: Position Allocation Change Salary Resolution

**Authored by:**

Dylan Tekautz, Fiscal Manager, 568-2214