

**SANTA BARBARA COUNTY
BOARD AGENDA LETTER**



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

Agenda Number:
Prepared on: 4/12/04
Department Name: Clerk-Recorder-Assessor
Department No.: 062
Agenda Date: 4/27/04
Placement: Administrative
Estimate Time: na
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors
FROM: Joe Holland
Clerk-Recorder-Assessor
STAFF CONTACT: Jimbo McClure
2574
SUBJECT: Temporary Management Specialist Position

Recommendation(s):

That the Board of Supervisors:

Adopt one resolution, effective April 26, 2004, as follows:

ADD A POSITION FOR AN ESTABLISHED CLASS:

Management Specialist X, Y, Z (Flex Class), (\$3,473-\$5,048 per month)

CLERK-RECORDER-ASSESSOR (# 0440):

Add: 1.0 FTE Management Specialist Flex Class X, Y, Z

Alignment with Board Strategic Plan: The recommendation is primarily aligned with Goal No. 1. An Efficient Government able to Anticipate and Respond Effectively to the Needs of the Community and a Strong Professionally Managed County Organization.

Executive Summary and Discussion:

The position will be responsible for overseeing three critical projects in our Clerk-Recorder Division:

1. SCANNING PROJECT This is a \$400K project that involves scanning in over six million record images from 1975 through 1999 (Birth, Death, Deeds and other official records) currently only available in either paper or microfilm form. As a result, the images will be available on-line creating significant efficiencies for the department and reducing wait times for customer from hours in many cases to a matter of minutes
2. HR RESTORATION (part of a \$1.8 M project): This position will be responsible for coordinating the removal of all documents (official records & maps going back to the 1850's) from the basement of the Hall

of Records and certain records from the Assessor's storage (Appeals documents, ownership statements). During the yearlong HR restoration, this project will require the review, inventory, movement and organization of multi-media documents, as well as development of a document restoration needs assessment plan and implementation. A files management system will be developed as a roadmap for people doing research to follow in gaining access to the location of needed documents (estimate approximately 25-30 million documents). Currently, information regarding historical data and the associated indexing models is known primarily through personal knowledge of our individual staff.

3. ELECTRONIC RECORDING (the technological key to our future that will be starting in FY 04-05): This position will also be the project manager for implementation of electronic recording as well as the resident expert and trainer on this new technology that will radically change the way we do business. An electronic solution to recording documents will remove the paper from the document recording process; thereby present cost saving advantages, reduce handling time, and reduce staff involvement. This key position will be the liaison between the County Recorder and seven title companies for implementation of the project and training of personnel that understand not only the technology of how things are processed in-house, but also the technology of both digitizing (= scanning in documents and transmitting those images via the internet or some other electronic means) and digital imaging (= the document, like a word file with electronic signatures, formats etc). A sub-set of this will be electronic recording of maps which will require developing a whole new indexing system that is logical for our customers to access data.

While this is an additional position, there will be no corresponding increase in FTEs or General Fund cost as we intent to use current staffing to meet this need. This will allow us to focus our limited resources on these critical projects, to create a training opportunity for several personnel, and will help change processes creating efficiencies and improve services to our customers. Should there be any net increase over the FY 04-05 budgeted amount it will be covered out of our Modernization Designation.

Mandates and Service Levels:

These projects will help ensure we can meet not only our mandated service levels, but will enhance existing services and add new services not currently available.

Fiscal and Facilities Impacts:

This additional position will not result in a corresponding increase in FTEs or General Fund cost. We will reallocate existing resources to meet this requirement. This flexibility will allow us to focus our limited resources on these critical projects, to create a training opportunity for several personnel, and will help change processes creating efficiencies and improve services to our customers. Should there be any net increase over the FY 04-05 budgeted amount, it will be covered out of our Modernization Designation.

Special Instructions:

Please send one approved copy of the resolution to Human Resources attention Sandra Viola and one to the Clerk-Recorder-Assessor attention Kashina Bishop.

Concurrence: Human Resources, County Administrator

RESOLUTION OF THE BOARD OF SUPERVISORS
OF THE COUNTY OF SANTA BARBARA, STATE OF CALIFORNIA

IN THE MATTER OF AMENDING RESOLUTION)
NO. 03-210, AS AMENDED, BEING THE SALARY)
RESOLUTION OF THE COUNTY OF SANTA BARBARA)

RESOLUTION NO. _____

WHEREAS, Salary Resolution No. 03-210 established a Classification Plan, and authorized Departmental Position Allocation effective July 7, 2003; and,

WHEREAS, this Board of Supervisors finds that there is good cause for amending said Resolution No. 03-210, as amended, in the manner provided in this Resolution;

NOW, THEREFORE, IT IS HEREBY RESOLVED, as follows:

1. Resolution No. 03-210, adopted by this Board on July 8, 2003, is hereby amended by amending that (those) portion(s) of Section(s) 4 to read as follows effective April 26, 2004:

SECTION 4. Departmental Position Allocation
DEPARTMENT/BUDGET UNIT

<u>ACTION/AFFECTED POSITION #</u>	<u>CLASS</u>	<u>P/T</u>	<u>NO. OF POSITIONS</u>	<u>TITLE</u>
<u>CLERK-RECORDER-ASSESSOR (#0440)</u>				
Add 1 New	005027		002	MANAGEMENT SPECIALIST X OR
	005028			MANAGEMENT SPECIALIST Y OR
	005029			MANAGEMENT SPECIALIST Z

2. Except as amended by this Resolution, Resolution No. 03-210 as amended, continues unchanged as in full force and effect.

PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Barbara, State of California, this _____ day of _____, 2004, by the following vote:

AYES:

NOES:

ABSENT:

Chair, Board of Supervisors

ATTEST:
MICHAEL F. BROWN
CLERK OF THE BOARD

APPROVED AS TO FORM:
STEPHEN SHANE STARK
COUNTY COUNSEL
NOVEMBER 1993
04/27/04

By: _____ (SEAL)
Deputy Clerk