



Board of County Commissioners Agenda Request

2M
Agenda Item #

Requested Meeting Date: April 26, 2022

Title of Item: Deputy Recorder/Land Technician Consultant Recommendation

<input type="checkbox"/> REGULAR AGENDA	Action Requested:	<input type="checkbox"/> Direction Requested	
<input checked="" type="checkbox"/> CONSENT AGENDA		<input checked="" type="checkbox"/> Approve/Deny Motion	<input type="checkbox"/> Discussion Item
<input type="checkbox"/> INFORMATION ONLY		<input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>

Submitted by: Bobbie Danielson	Department: Human Resources
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Presenter (Name and Title):	Estimated Time Needed:
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Summary of Issue:

Deputy Recorder and Land Records Technician was previously two separate positions.

By combining this position would be responsible for all duties previously performed by the separate Deputy Recorder and Land Records Technician positions, including preserving and maintaining documents and records; performing bookkeeping; processing land record transactions; performing parcel mapping; maintaining tax parcels; and maintaining record databases.

Examination of essential duties and classification of position was used using the Decision Band Method.

Evaluation of this position is B24

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Approve motion to accept consultant's recommendation of Grade 6 for the Deputy Recorder/Land Records Technician effective April 26, 2022.

Financial Impact:

Is there a cost associated with this request? Yes No

What is the total cost, with tax and shipping? \$

Is this budgeted? Yes No *Please Explain:*



Insurance | Risk Management | Consulting

Deputy Recorder/Land Records Technician

This was previously two separate positions. Deputy Recorder was rated B22; Land Records Technician was rated B23.

This position is responsible for all duties previously performed by the separate Deputy Recorder and Land Records Technician positions, including preserving and maintaining documents and records; performing bookkeeping; processing land record transactions; performing parcel mapping; maintaining tax parcels; and maintaining land record databases.

We have examined the essential duties and have classified the position using the Decision Band Method®. The job evaluation shows the following:

Highest Banded Task: B2
Number of Highest Banded Tasks: 5/7 major responsibility areas
Percent of Time on High Banded Tasks: N/A
Degree of Difficulty/Diversity: High

The position performs tasks that require "operational" decision making such as: maintaining records and databases; processing transactions, records and related information; and responding to inquiries from the public. Overall, decisions made at this level pertain to how to carry out the operations of the process specified by Band C decisions.

The position receives a sub-grade of four (4), because of the high complexity and diversity of B2 tasks in relation to similarly banded and graded positions. Thus, the correct evaluation of this position is B24.

