Solano County

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Agenda Submittal

Agenda #:		**Status:**	Agenda Ready
Type:	CSC-Document	**Department:**	Civil Service Commission
File #:	CSC 17-0023	**Contact:**	Marc Fox, 784-2552
Agenda date:	8/9/2017	**Final action:**	
Title:	Request to adopt the amended classification specification of Records Coordinator		

Governing body: Civil Service Commission

District:

Attachments: 1. Add_Delete, 2. Final

Date	Ver.	Action By	Action	Result

HUMAN RESOURCES' RECOMMENDATION:
The Department of Human Resources (Human Resources) recommends the Civil Service Commission to adopt the amendments to the classification specification of Records Coordinator.

SUMMARY
The Records Coordinator class specification was recently established in October of 2016. The proposed amendment removes as a minimum requirement archival records and electronic document management experience, which may have screened out otherwise qualified candidates.

DISCUSSION
The Records Coordinator classification was created to accomplish the goal of converting the County's records to electronic format. This will include ensuring that the County is in compliance with Records and Information Management Governance Policy, administering work streams for the County's RIM program, and overseeing County records/electronic documents and scanning functions associated with a digital mail room.

The General Services Department made the request to amend the classification specification to update the minimum qualifications in order to broaden the experience requirement to eliminate the risk of screening out candidates that may have otherwise qualified.

Attached are copies of the proposed class and the revised class specifications.

ALTERNATIVES
The Civil Service Commission could elect not to approve the proposed class specification amendments; however, this is not recommended as the Department of General Services has requested this class specification be updated to eliminate the risk of screening out candidates that may have otherwise qualified, creating a robust candidate pool and successfully filling the position.

OTHER AGENCY INVOLVEMENT
Human Resources worked with the Director of General Services in revising the class specifications. The Union was notified June 7, 2017 of the proposed change and provided the opportunity to meet and confer changes and did not exercise their right.