



Agenda Submittal

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Title: Request to adopt the amended classification specification of Records Coordinator

Status: Agenda Ready
Department: Civil Service Commission
Contact: Marc Fox, 784-2552
Final action:

Governing body: Civil Service Commission
District:
Attachments: 1. Add_Delete, 2. Final

| Date | Ver. | Action By | Action | Result |
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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.