



COUNTY OF LOS ANGELES

REGISTRAR-RECORDER/COUNTY CLERK

12400 IMPERIAL HWY. – P.O. BOX 1024, NORWALK, CALIFORNIA 90651-1024 / (562) 462-2716

CONNIE B. McCORMACK
REGISTRAR-RECORDER/COUNTY CLERK

October 2, 2003

TO: EACH SUPERVISOR

FROM: Conny B. McCormack
Registrar-Recorder/County Clerk

SUBJECT: **SUMMARY OF MONTHLY PERSONNEL ACTIVITIES**

Pursuant to your Board order of November 16, 1995, enclosed is the August 2003 monthly summary report relative to new hires, promotions and special step placements for the Registrar-Recorder/County Clerk.

az/ACTING:MONTHLY REPORT

Enclosure

c: Chief Administrative Office
Auditor-Controller
Josie Hunter



**LOS ANGELES COUNTY
REGISTRAR-RECORDER/COUNTY CLERK
DEPARTMENT #710**

CONNOR B. McCORMACK
Registrar-Recorder/County Clerk

**SUMMARY OF HIRING, PROMOTION (S) AND SPECIAL STEP PLACEMENT (S)
MONTH/YEAR: August 2003**

HIRE(S)	NEW PROMOTION(S)	STEP PLACEMENT(S)	TITLE(S)	ITEM NO.
3	0	0	Clerk , Daily Recurrent	1136E
138	0	0	Clerk , NC	9304F
1	0	0	Election Assistant I, NC	9312F
16	1	0	Election Assistant II, NC	9313F
1	1	0	Election Assistant III, NC	9315F
2	0	0	Special Depy Registrar-Recorder, NC	9338A
0	1	0	Administrative Assistant II	0888A
0	1	0	Division Manager Reg. Rec.	1122A
0	1	0	Head, Election & Document Proc Svs	1205A
0	4	0	Intermediate Supervising Clerk	1176A
0	3	0	Supervising Clerk	1174A

JUSTIFICATION: HIRE(S)

The temporary and permanent new hires approved by the Chief Administrative Office were necessary to fill critical vacancies. The positions are already budgeted, resulting in no additional net county cost.

JUSTIFICATION: PROMOTION(S)

The promotions were necessary to fill critical positions as authorized by the Chief Administrative Office. The positions are already budgeted, resulting in no additional net county cost.

jf/ACTING:SUMMARY OF HIRING