Office of the Davis County Recorder

6 February 2023

To: Davis County Commission

From: Richard T. Maughan, Recorder
Laile H. Lomax, Chief Deputy Recorder

Re: Personnel Action to increase employee salary after reclassification.

Summary: One Recorder Tech II 14 position has been reclassified to Quality Assurance Technician 15. The Recorder's Office would like to increase the incumbent's salary beyond the 3% required by the policy.

Costs of the proposal: Davis County Human Resources has reclassified the position to Grade 15, in order to move the employee to the top of the grade. That total annual increase will be $2,246.00.

Benefits of the proposal: The change of classification to Quality Assurance Technician 15 is intended to distinguish the position and its importance to the office operations from the Recorder Technician positions at large. The unique responsibilities assigned to this position include most aspects of the technical side of office operations; cashiering issues, cash receipts and balancing, document accountability and indexing accuracy verification, liaison with electronic submission vendors, title company submitters, engineers, law offices. This position regularly encounters other unique episodes requiring senior experience and office historical knowledge. In short, this position manages the nuts and bolts of the office operation behind the policy, personnel, and office practices.

As such, this incumbent has a wealth of experience and office longevity (more than 45 years office experience), and to find a trainee for succession of office operation to fill in the void at this employee's ultimate retirement will require a unique set of qualifications that come from experience and time in grade.

The summation of benefits to Davis County are obvious as to the operation of the Recorder's Office. Additionally, the effectiveness of this position inures to Davis County and its various departments that interact with the Recorder.

This request is respectfully submitted this 6th day of February, 2023.

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Recorder
Davis County, Utah.

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