

# CCRD Human Resources 2013 Quarterly Reports

## Quarter One (December 3, 2012 to March 3, 2013)

Division Name	Title of Positions and Date of Employment Action	Was Employment Action Pursuant to Post, Emergency Hire, or Other	Number of Hires	Number of Promotions	Number of Transfers	Number of Terminations	Number of Resignation or Retirements
<b>Administrative Division</b>							
	Chief Deputy Recorder - 12/03/12	Other - Exempt Hiring Process	1			1	
	Deputy Recorder - 12/03/12	Other - Exempt Hiring Process	1			1	
	Deputy Recorder - 12/21/12	Other - Exempt Hiring Process	1				
	Labor Counsel - 12/03/12	Other - Exempt Hiring Process	1			1	
	Special Assistant to Recorder Gov. - 12/03/12	Other - Exempt Hiring Process	1			1	
	Special Assistant to Recorder Civ.- 12/16/12	Other - Exempt Hiring Process	1			1	
	Chief Legal Advisor to the Recorder - 12/28/13	Other - Retired					1
<b>Recording Operations</b>							
	Administrative Assistant II - 02/28/13	Other - Retired					1
	Systems Analyst II - 02/15/13	N/A				1	
	Clerk IV - 01/04/13	N/A				1	
<b>Information Retrieval</b>							
			0	0	0	0	0
<b>Satellite</b>							
			0	0	0	0	0
		<b>Quarter Totals:</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>2</b>

**Quarter Two (March 4, 2013 to June 3, 2013)**

Division Name	Title of Positions and Date of Employment Action	Was Employment Action Pursuant to Post, Emergency Hire, or Other	Number of Hires	Number of Promotions	Number of Transfers	Number of Terminations	Number of Resignation or Retirements
<b>Administrative Division</b>							
	Special Assistant to Recorder Gov. - 12/03/12	Other - Exempt Hiring Process	1				
	Executive Assistant to Labor Counsel - 05/20/13	Other - Executive Assistant Hiring Process	1				
	Executive Assistant to Deputy Recorder - 06/03/13	Other - Executive Assistant Hiring Process	1				
	Security Officer 1 - 03/27/13	Post	1				
	Security Officer 1 - 03/27/13	Other - Temporary Hire Expiration				1	
	Real Estate Index 1 - 05/10/13	Other - Resigned					1
<b>Recording Operations</b>							
	Clerk V - 03/15/13	N/A				1	
	Investigator II - 03/22/13	N/A				1	
	Clerk V - 03/29/13	Other - Retired					1
	Real Estate Index 1 - 05/10/13	N/A				1	
	Cashier 1 - 04/22/13	N/A				1	
<b>Information Retrieval</b>							
			0	0	0	0	0
<b>Satellite</b>							
	Director of Satellites - 05/06/13	Post - General Hiring Process.	1			1	
		<b>Quarter Totals:</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>2</b>

**Quarter Three (June 4, 2013 to September 3, 2013)**

Division Name	Title of Positions and Date of Employment Action	Was Employment Action Pursuant to Post, Emergency Hire, or Other	Number of Hires	Number of Promotions	Number of Transfers	Number of Terminations	Number of Resignation or Retirements
<b>Administrative Division</b>							
	Director of Security - 06/17/13	Post - General Hiring Process.	1				
	Director of Satellite Offices - 06/17/13	Post - General Hiring Process.	1				
	Executive Assistant to the Human Resources Director - 09/03/13	Other - Executive Assistant Hiring Process.	1				
<b>Recording Operations</b>							
	Administrative Assistant II - 06/28/13	Other - Retirement					1
	Administrative Assistant III - 08/26/13 - 02/21/14	Other - Temporary Assignment					
	Administrative Assistant III - 08/26/13 - 02/21/14	Other - Temporary Assignment					
	Cashier III - 08/30/13	Other - Retired					1
<b>Information Retrieval</b>							
			0	0	0	0	0
<b>Satellite</b>							
	Cashier II - 08/30/13	Other - Retired					1
		<b>Quarter Totals:</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>

**Quarter Four (September 4, 2013 to December 2, 2013)**

Division Name	Title of Positions and Date of Employment Action	Was Employment Action Pursuant to Post, Emergency Hire, or Other	Number of Hires	Number of Promotions	Number of Transfers	Number of Terminations	Number of Resignation or Retirements
<b>Administrative Division</b>							
	Chief Deputy Recorder - 10/04/13	Other - Exempt Hiring Process	1			1	
	Deputy Recorder - 11/12/13	Other - Exempt Hiring Process					1
<b>Recording Operations</b>							
	Cashier III - 08/30/13	Other - Retired					1
	Administrative Asst. III-09/30/13	Other - Retired					1
	Administrative Asst. III-11/30/13	Other - Retired					1
	Administrative Asst. II-11/30/13	Other - Retired					1
	Clerk IV-10/20/13	Other - Retired					1
	Security Officer 1-11/11/13	Other - Retired					1
<b>Information Retrieval</b>							
			0	0	0	0	0
<b>Satellite</b>							
	Cashier II - 08/31/13	Other - Retired					1
		<b>Quarter Totals:</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>8</b>