



COUNTY OF LOS ANGELES

**REGISTRAR-RECORDER/COUNTY CLERK**

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

**CONNOR B. McCORMACK**  
REGISTRAR-RECORDER/COUNTY CLERK

June 17, 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 May 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: May 2003**

<b>HIRE(S)</b>	<b>NEW PROMOTION(S)</b>	<b>STEP PLACEMENT(S)</b>	<b>TITLE(S)</b>	<b>ITEM NO.</b>
2	0	0	Information Systems Coordinator	2593A
0	2	0	Administrative Assistant III	0889A
0	5	0	Administrative Assistant II	0888A
0	1	0	Sr. Accounting Systems Tech	0666A
0	2	0	Accounting Technician II	0643A
0	1	0	Sr. Department Personnel Asst.	1843A
0	1	0	Election Services Supervisor	1203A
0	1	0	Procurement Aid	2343A
0	1	0	Intermediate Supervising Clerk	1176A

**JUSTIFICATION: HIRE(S)**

The 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 position as authorized by the Chief Administrative Office. The positions are already budgeted, resulting in no additional net county cost.

jf/ACTING:SUMMARY OF HIRING