



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

November 26, 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 October 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: October 2003**

<b>HIRE(S)</b>	<b>NEW PROMOTION(S)</b>	<b>STEP PLACEMENT(S)</b>	<b>TITLE(S)</b>	<b>ITEM NO.</b>
90	0	0	Clerk , NC	9304F
2	1	0	Election Assistant II, NC	9313F
1	0	0	Election Assistant III NC	9315F
0	1	0	Intermediate Clerk	1138A
0	1	0	Departmental Personnel Assistant	1842A
0	1	0	Intermediate Supervising Clerk	1176A
0	1	0	Administrative Assistant III	0889A

**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.