



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

January 21, 2004

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 December 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**

CONNIE B. McCORMACK
Registrar-Recorder/County Clerk

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

HIRE(S)	NEW PROMOTION(S)	STEP PLACEMENT(S)	TITLE(S)	ITEM NO.
1	0	0	Student Professional Worker	8243F
1	0	0	Administrative Assistant I	0887A
0	1	0	Election Assistant I,NC	9312F
0	1	0	Senior Departmental Assistant	1843A

JUSTIFICATION: HIRE(S)

The temporary and permanent new hire 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