

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



ITEM: 3.55  
(ID # 20828)

**MEETING DATE:**  
Tuesday, December 13, 2022

**FROM :** EXECUTIVE OFFICE:

**SUBJECT:** EXECUTIVE OFFICE: Appointment of Kimberly Rector as Clerk of the Board

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Appoint Kimberly Rector as the Clerk of the Board effective December 29, 2022.

**ACTION:Policy**

Jeff Van Wageningen, County Executive Officer 12/9/2022

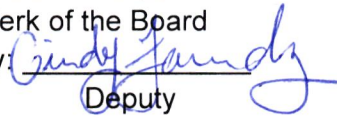
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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Washington, seconded by Supervisor Spiegel and duly carried, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Washington, and Hewitt  
Nays: None  
Absent: Perez  
Date: December 13, 2022  
xc: E.O., COB<sup>AB</sup>/KR

Kecia R. Harper  
Clerk of the Board

By:   
Deputy

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**C.E.O. RECOMMENDATION:** Approve

**BACKGROUND:**

California Government Code Section 25100.5, establishing the Clerk of the Board ("COB") as a County Officer position to "...be appointed by the board in the same manner as other county officers are appointed." The Clerk of the Board is to perform a variety of technical, specialized, and general duties in fulfilling its charge to provide support to the Board of Supervisors ("Board"), assessment appeals board, as well as to the public. The COB also interfaces with other departments, department heads, other governmental entities, as well as the public, to assist and educate on behalf of the board. However, at its core, the COB serves as the clearing house for all matters requiring the review or executive action of the governing authorities of a county. Before and after the Board takes action, the COB ensures that actions are in compliance with federal, state, and local statutes and regulations. Once actions are approved by the Board, the COB also processes and disseminates board directives, policies and laws, and ensures that all legislative actions are properly executed and recorded. The COB certifies Board actions, provides authorizations to the Auditor so that payments can be made, and archives the legislative records for posterity.

The COB also acts as a Brown Act compliance officer and provides members of the public with agendas, notices of public hearings, access to public records and the opportunity to attend the open meetings of the Board, certain special districts, boards and authorities.

Thirteen years ago, the Board appointed Kecia Harper as Riverside County's Clerk of the Board. Earlier this year, Ms. Harper communicated her plan to retire after thirty-five plus years with the County of Riverside. During her time, Ms. Harper staffed over 600 public Board, commission, or committee meetings. Ms. Harper also was elected as the president of the California Clerk of the Board of Supervisors Association (CCBSA), a statewide association of all 58 County Clerks of the Board.

The Executive Office has recommended that the Board appoint Kimberly Rector to serve as Clerk of the Board effective December 29, 2022 upon Ms. Harper's retirement. Ms. Rector has thirty years of experience with the Riverside County's Clerk of the Board of Supervisors, where she has worked in various roles of the department. Ms. Rector began her employment with the County of Riverside in August 1988 as a Clerk Typist II, which was later reclassified as a Board Assistant. She became the first Supervisor's Board Assistant shortly thereafter. She subsequently moved up to the Records Manager position while completing her bachelor's degree and then went on to complete her Master of Business Administration with a concentration in Management in 2008. In 2009, Ms. Rector was again promoted to the Assistant Clerk of the Board position and has remained in that role for the past thirteen plus years.

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Pursuant to County HR's salary schedules, the current salary range for COB is \$47.07-\$81.08 hourly or \$97,914.96-\$168,656.38 annually. Given Ms. Kimberly Rector's level of experience and expertise, it is recommended that her salary be set at \$72.96 hourly or \$151,757 annually.