



Agenda Date: 10/23/2007  
Agenda Placement: 6M

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

---

**TO:** Board of Supervisors  
**FROM:** Gregersen, Mark - Director  
Human Resources  
**REPORT BY:** Karla Jensen, Human Resources Analyst II , (707) 253-4489  
**SUBJECT:** Resolution amending the Table and Index of Classes adding Elections Equipment Maintenance Technician

---

### **RECOMMENDATION**

Human Resources Director requests adoption of a resolution amending the Table and Index of Classes adding Elections Equipment Maintenance Technician, effective October 23, 2007.

### **EXECUTIVE SUMMARY**

The Assessor-Recorder-County Clerk-Registrar of Voters requested that Human Resources conduct a job analysis study of the tasks, knowledge, skills and abilities of the extra help positions that are responsible for the maintenance of the County's electronic voting equipment to determine if the current classification of Information Systems Assistant is the appropriate classification for these Divisional positions.

The findings of the study indicate that the tasks, knowledge, skills and abilities of the extra help positions responsible for the maintenance of the County's electronic voting equipment are not reflected in the Information Systems Assistant classification specification that has been used by the Division. Therefore, a classification specification for an Elections Equipment Maintenance Technician was developed.

Human Resources requests approval of a resolution adding this new classification, Elections Equipment Maintenance Technician, to the Table and Index of Classes.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Primary-General Elections

Is it Mandatory or Discretionary? Discretionary

Discretionary Justification: The Assessor-Recorder-County Clerk-Registrar of Voters has identified a business need to have experienced extra help staff performing the scheduled maintenance on the County's 350 Sequoia Voting machines to ensure they are operational at any given time. The Assessor-Recorder-County Clerk-Registrar of Voters requested that Human Resources conduct a market salary study among our eight identified jurisdictions of comparison to identify the market rate paid to similar positions in these jurisdictions. The results of that study is reflected in Exhibit "A" of the attached Resolution.

Is the general fund affected? Yes

Future fiscal impact: The impact of the addition of the new classification of Elections Equipment Maintenance Technician will vary based on number of elections and updates to the Sequoia's voting system. The estimated impact of this change, based on the employment of two extra help employees (currently Information Systems Assistants) working 1,000 hours, would be approximately \$2,000 annually.

Consequences if not approved: The Primary-General Elections Division of the Assessor-Recorder-County Clerk would continue to use the Information Systems Assistant classification, which does not reflect the assigned duties for this technician position.

Additional Information:

## **ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

## **BACKGROUND AND DISCUSSION**

The Assessor-Recorder-County Clerk-Registrar of Voters requested that Human Resources conduct a job analysis study of the tasks, knowledge, skills and abilities of the extra help positions that are responsible for the maintenance of the County's electronic voting equipment to determine if the current classification of Information Systems Assistant is an appropriate classification for these Divisional positions.

The findings of the study indicate that the tasks, knowledge, skills and abilities of the extra help positions responsible for the maintenance of the County's electronic voting equipment are not reflected in the Information Systems Assistant classification specification that has been used by the Division. Therefore, a classification specification for an Elections Equipment Maintenance Technician was developed.

Human Resources conducted a market salary study among our eight identified jurisdictions of comparison (Contra Costa County, Marin County, Monterey County, City of Napa, Placer County, Santa Cruz County, Solano County and Sonoma County) to identify the market rate paid to similar positions in these jurisdictions. Six of the eight identified jurisdictions of comparison (Contra Costa County, Marin County, Monterey County, Placer County, Santa Cruz County and Solano County) had similar positions. The monthly market average for the various rates among these six counties was calculated to be \$4,632.

Therefore, the Human Resources Director recommends the adoption of the accompanying Resolution regarding changes to the Table and Index of Classes adding Elections Equipment Maintenance Technician as listed in Exhibit "A", effective October 23, 2007.

**SUPPORTING DOCUMENTS**

A . Resolution

CEO Recommendation: Approve

Reviewed By: Karen Gratton