



Agenda Date: 2/7/2006
Agenda Placement: 6N

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Karla Jensen for Mark Gregersen - Director
Human Resources
REPORT BY: Karla Jensen, Human Resources Analyst II , (707) 253-4489
SUBJECT: Amend the Departmental Allocation List for the Elections Division of Assessor-Recorder-County Clerk-Elections Department

RECOMMENDATION

Human Resources Director requests adoption of a resolution amending the Departmental Allocation List for the Elections Division of the Assessor-Recorder-County Clerk-Elections Department with regards to adding one (1) Election Services Supervisor, effective February 7, 2006.

EXECUTIVE SUMMARY

The Human Resources Director recommends amending the departmental allocation list for the Elections Division of the Assessor-Recorder-County Clerk-Elections Department to add one (1) Elections Services Supervisor in order to provide transition training and support for the Division since the current incumbent is scheduled to retire at the end of September, 2006.

The Department believes that if the new Elections Services Supervisor is not hired prior to the end of March 2006, the County will be unsuccessful in its recruitment efforts since qualified applicants, who might normally apply for this vacancy, will be immersed in preparations for the jurisdiction's upcoming elections within their own jurisdictions. The new Election Services Supervisor will require time to be fully trained for the varied and complex activities associated with the Consolidated November 2006 General Election. The November election will be the first election in several decades in which all municipalities and school districts will hold a consolidated single election. Therefore, it is critically important to have a fully trained Election Services Supervisor in place prior to the November election.

Both the County Executive Office and the Human Resources Director recommend amending the departmental allocation list for the County Assessor-Recorder-County Clerk-Elections Department to add one (1) Election Services Supervisor to the Elections Division. This action will provide transitional training, staffing and oversight; will provide the Division the time needed to recruit for a fulltime Election Services Supervisor; and ensure the new Election Services Supervisor will be in a position to successfully assume full supervisory responsibility upon the retirement of the current incumbent. The departmental allocation list will be amended to

delete the Election Services Supervisor position when it is vacated by the retiring employee.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	The Elections Division will attempt to absorb the additional costs. In the event the department cannot cover the entire incremental costs, the General Fund will absorb the additional costs.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	If this position is not filled, the highly complex activities associated with the November 2006 election may not be completed in a timely, accurate manner and in accordance with state and federal regulatory requirements. The existing position will be deleted once the current incumbent has retired in late September 2006.
Is the general fund affected?	Yes
Future fiscal impact:	The 2006-2007 fiscal year will have full salary and benefits for two positions budgeted for the first quarter. The Division hopes to absorb those costs without raising the net county cost as only one election will be held in that year.
Consequences if not approved:	Failure to hire a transitional replacement for the current Election Services Supervisor prior to the start of intense activity period leading up to the June 6, 2006 Primary Election will impend the County's ability to run a smooth Consolidated General Election on November 7, 2006. Without this transition period departmental operational knowledge and specific familiarity with the county's election management and voter registration system will be lost at the critical time period prior to the election due to the retirement of the current long term incumbent.
Additional Information:	None.

ENVIRONMENTAL IMPACT

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 incumbent Election Services Supervisor has submitted a letter indicating an intent to retire an effective date no later than September 30, 2006. The current incumbent is a long term employee who has played a key role in conducting County elections for the past twenty years.

To achieve a successful and orderly transition of all the daily and highly complex elections activities completed by the Election Services Supervisor, the Assessor-Recorder-County Clerk, with the approval of the County Executive

Office, and the recommendation of Human Resources, is requesting the addition of a second Election Services Supervisor position on an interim basis. This request is made at this time in order to facilitate a successful recruitment of a qualified candidate from another jurisdiction before that candidate is fully immersed in the next round of election activities for their County. Early hiring will ensure that the new Election Services Supervisor is fully trained prior to having to assume complete supervisory responsibilities when the current incumbent retires, which is just prior to a complex consolidated November 7, 2006 General Election.

For all of these reasons, the Human Resources Director recommends amending the departmental allocation list for the Elections Division of the Assessor-Recorder-County Clerk-Elections Department to add one (1) Election Services Supervisor in order to provide the needed lead time to recruit and fully train an Election Services Supervisor prior to the current incumbent's retirement on or before September 30, 2006. The departmental allocation list will be amended subsequently to delete the Election Services Supervisor position being vacated by the retiring employee.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Andrew Carey