



Agenda Date: 4/24/2007
Agenda Placement: 6K

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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

RECOMMENDATION

Human Resources Director requests adoption of a resolution regarding the following actions relating to the Elections Division of the Assessor-Recorder-County Clerk Department, effective April 24, 2007:

1. Amend the Departmental Allocation List to delete one (1) (S) Election Services Supervisor and add one (1) (M) Election Services Manager; and
2. Amend the Table and Index to delete Election Services Supervisor and add Election Services Manager; and
3. Amend appropriate policies to delete reference to the Election Services Supervisor and add reference to the Election Services Manager.

EXECUTIVE SUMMARY

Human Resources conducted two recruitments for an Election Services Supervisor in 2006. Neither recruitment was successful. As a result, the Department's Staff Services Manager was asked to assume direct responsibility for the Elections Division prior to the retirement of the Election Services Supervisor in July 2006.

The combination of the recommendation by County Executive Officer Task Force to place a management position in this division, and the failed recruitments for the Election Services Supervisor, justify the creation of an Election Services Manager position to replace the supervisory position in the Elections Division.

Therefore, the Human Resources Director, in conjunction with the Assessor-Recorder-County Clerk-Registrar of Voters and the County Executive Officer, requests adoption of the proposed reorganization of the Elections Division wherein the vacant Election Services Supervisor position is deleted from, and an Election Services Manager position is added to, the Elections Division's list of allocated positions.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	General Fund.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The County Executive Officer Task Force Report and the two failed recruitments at the supervisory level justify the creation of a full time manager to oversee the day-to-day functions of the Elections Division, to conduct successful future elections, and to stay abreast of ever-changing State and Federal election laws and regulations.
Is the general fund affected?	Yes
Future fiscal impact:	If approved, it is estimated that the deletion of the vacant Election Services Supervisor position, and the addition of the Election Services Manager position will result in an estimated salary increase of approximately \$3,408 for the Elections Division for the remainder of Fiscal Year 06/07. This estimate is based on an anticipated hire date occurring in early June, 2007. The estimated annual increase, including salary and benefits, in the Elections Division budget for future years is estimated to be up to a maximum of \$50,000, dependent upon the starting salary Step offered to the selected applicant. The actual increase will be included in future budgets.
Consequences if not approved:	The Elections Division will not have a dedicated management or supervisory position. The lack of managerial oversight and direction may lead to operational and compliance problems with the elections function.
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

Following the problems encountered in the March 2004 election process, the Board of Supervisors directed the County Executive Officer to assemble a Task Force to analyze the operations of the Elections Division of the Assessor-Recorder-County Clerk Department. As a result of the Task Force recommendations, and the corrective action proposed by the Assessor-Recorder-County Clerk-Registrar of Voters, the Board of Supervisors approved the allocation of a Staff Services Manager position on March 3, 2005.

The first assignment of the Staff Services Manager was to adopt policies and procedures for the Elections Division to guide employees and to provide consistency in election administration. The Staff Services Manager, working closely with the experienced Election Services Supervisor, created an authoritative election calendar and documented many election functions.

In recognition of the importance of the election duties performed by the Election Services Supervisor, and the pending retirement of the current Election Services Supervisor in July 2006, Human Resources in conjunction with the Assessor-Recorder-County Clerk and the County Executive Officer, requested that a second Election Services Supervisor position be allocated. This request was made in order to ensure that the second individual would have sufficient lead-time to be fully trained prior to the retirement of the current long term Election Services Supervisor, and prior to assuming supervision of the November 7, 2006 consolidated General Election. The Board approved the request for the second supervisory position on February 7, 2006.

Upon the allocation of the second Election Services Supervisor position, a recruitment was immediately conducted which failed to produce any candidates. The Department decided to wait until the current Election Services Supervisor retired before conducting a second recruitment, which took place in July of 2006. This second recruitment netted two candidates, neither of which proved to be viable. After the second unsuccessful recruitment, the Staff Services Manager was asked to assume the temporary assignment of managing the November 7, 2006 election. Due to the skills of the Staff Services Manager, the dedicated fulltime staff, extra help personnel and other election volunteers, the Division conducted a successful consolidated election.

Given the Division's successful experience with the November 7, 2006 consolidated General Election and the scarcity of potential Election Services Supervisor candidates within the State, the Assessor-Recorder-County Clerk-Registrar of Voters presented a reorganization proposal for the Elections Division to the County Executive Officer and Human Resources. The proposed reorganization consists of the addition of an Election Services Manager to lead the Elections Division, and the deletion of the vacant Election Services Supervisor position. This reorganization reflects the recommendation of the County Executive Officer Task Force and the Division's need to have managerial oversight of the election process. The single management classification of Election Services Manager will exercise considerable discretion and independent judgement in managing the day to day operation of the Elections Division including; Division administration, budgetary development and adherence, personnel selection and management, and the setting of priorities for the Division.

A class specification was created for the Election Services Manager; and an equity study was conducted among our identified jurisdictions of comparison to identify the average market rate paid to similar positions. The average market rate was calculated to be \$8,401 per month.

The Human Resources Director, in conjunction with the Assessor-Recorder-County-Registrar of Voters Clerk and the County Executive Officer, recommend amending the Departmental Allocation List, the Table and Index of Classes and the appropriate personnel polices as shown on "Attachment A," effective April 24, 2007.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Karen Gratton