MEMORANDUM
OFFICE OF THE
PLACER COUNTY CLERK-RECORDER-
REGISTRAR OF VOTERS

TO: Honorable Board of Supervisors
FROM: Jim McCauley, County Clerk-Recorder-Registrar of Voters
Gloria Coutts, Assistant County Clerk
SUBJECT: RECLASSIFICATION AND REALLOCATION OF A VACANT RECORDER/ELECTIONS MANAGER POSITION TO AN INFORMATION TECHNOLOGY (IT) SUPERVISOR POSITION

ACTION REQUESTED / RECOMMENDATION: Authorize the Personnel Director to proceed to the Civil Service Commission (CSC) with a request to reclassify and reallocate a vacant Recorder/Elections Manager position to an Information Technology (IT) Supervisor.

BACKGROUND: As your Board is aware, for 2008 the State established the February Presidential Primary while also retaining the June Primary for state and local offices. This created the unprecedented situation for California counties of being required to hold three countywide elections within 2008, including the upcoming November 2008 General Election.

Additionally, Secretary of State, Debra Bowen, who took office in January 2007, established sweeping new requirements for voting technology security in August, which were effective beginning with the February 2008 election. These new requirements included increased video surveillance, monitoring and separation of duties requirements for information technology activities; reinstallation of all software and firmware on over 500 pieces of voting equipment and the County's vote counting servers; development and implementation of new precinct equipment security training requirements and procedures for elections staff and poll workers; major changes in election-night vote counting procedures; new pre and post election security reporting, and expanded manual audits and recounts for close races during the post-election canvass period.

Furthermore, implementation of these increased requirements has been added to the Department's information technology responsibilities at the same time as the Department is implementing:

- Electronic recording, which will involve replacement of the Department's core Clerk-Recorder system and separation of the system(s) from the County network, as well;
- Both prospective and retrospective redaction or truncation of Social Security numbers on recorded documents and document images (a major and very important undertaking);
- A new Conflict of Interest and Campaign Disclosure system, including enhanced public access;
- Maintenance of continued security, backup and LAN connectivity of the Election systems, which are separate from and not supported by County IT; and the
Numerous other ongoing administrative installations, upgrades and requirements necessary to maintaining the department's information technology in a secure and effective manner to support operations.

**DISCUSSION / ISSUE STATEMENT:** The convergence of all the requirements identified in the Background section above represents a critical information technology management challenge of establishing, planning, allocating and re-allocating, and directing the department's technology priorities and resources, and requires both a professional-level of expertise in information technology as well as well-developed management skills. The present circumstance in the department of having the two Sr. IT Analyst positions without a designated departmental information technology management position overseeing them, and to whom the Sr. Analysts are directly responsible, is problematic. By contrast, having a management level position with technical expertise leading the department's information technology function would establish clear accountability and leadership under the general program and administrative direction from Department management. The attached Organization Chart shows the current and proposed position allocations and organizational structure of the department.

Fortunately, the Department has an allocated and vacant Recorder/Elections Manager position, which can be made available for reallocation to the requested IT Supervisor position. While there is a modest differential in compensation — IT Supervisor is approximately 7.5% higher than Recorder/Elections Manager — the Department has committed to offsetting the entire differential for the requested, increased salary and benefits from department trust revenues, with no net impact on the General Fund for the current and next two fiscal years. This would be in addition to the Department's previous commitment to fund the full costs of the salary and benefits for the Recorder/Elections Manager position from trust revenues and for three fiscal years.

However, as previously directed by your Board, for the reclassification/reallocation to move to the CSC review, your Board must first authorize the Personnel Director to proceed. If the reclassification is subsequently recommended by the County's IT Classification Review Committee, the Personnel Department, and approved by the CSC, Personnel would then return to your Board for final approval of the requested change to the Allocation Ordinance.

**FISCAL IMPACT:** No net impact on the General Fund. The expected annual, additional cost for this reclassification/reallocation, if approved, would be $5,762 at the entry level and $6,822 at the top step, at current pay rates, plus associated payroll benefit costs. As noted in the Discussion section, the department has agreed to fully reimburse the General Fund for the total salary and benefits costs of the IT Supervisor position during FY 2008-09 and for the next two fiscal years (FY 2009-10 and FY 2010-11).
PLACER COUNTY CLERK-RECORDER-ELECTIONS
(By Divisions, Org. Units and Classifications)

Staffing by Program:
Recording = 23
Clerk & Imaging = 15
Elections = 27
Dept. Total = 65

NO. OF ALLOC. POSITIONS FOR FY 08-09: 65