



**MEMORANDUM
HUMAN RESOURCES**
County of Placer

TO: Board of Supervisors
FROM: Kate Sampson, Director of Human Resources
BY: Kathy Youngs, Senior Human Resources Analyst
SUBJECT: New Classification of Senior Elections Aide

DATE: September 8, 2020

ACTION REQUESTED

Adopt an ordinance, introduced on September 1, 2020, amending the un-codified Schedule of Classifications and Compensation Ordinance related to the creation of a new classification of Senior Elections Aide.

BACKGROUND

Significant changes in the past year have impacted elections both statewide and in Placer County. At the county level, voter registration numbers have climbed by 30,000 to an all-time high of over 250,000 individuals registered to vote. At the state level, California Assembly Bill 860, California Senate Bill 423, and the Governor's Executive Orders have greatly affected the election process for the upcoming November Presidential Election.

In response to state mandates and challenges related to the COVID-19 pandemic, the County has updated its approach to conducting elections. All voters in California will receive a ballot by mail for the November General Election. Instead of staffing nearly 250 polling places for one day, the Elections Office will now be staffing 28 voter service centers for a period of four days. At the centers, voters can receive and complete a replacement vote by mail ballot, if needed. Smaller crowds and shorter lines are anticipated with the increased number of voting days and the creation of voter service centers, allowing elections staff to better serve the public while providing a safer voting experience that incorporates extra sanitation methods and physical distancing.

In the past, the Elections Office has relied on community volunteers, contracted temporary agency staff, extra-help Elections Aides, and poll workers paid via stipend to assist with elections. Poll workers have traditionally assumed a "worker" or "leader" role based on availability and training/expertise levels, with stipends paid based upon the completion of specialized training and the scope of assigned responsibility. As a result of COVID-19 and the need for assistance on multiple days, the pool of available and qualified poll workers and volunteers has decreased significantly, requiring the department to re-evaluate its staffing plan.

During the upcoming Presidential Election season, the voter service centers will be primarily staffed with extra-help, unclassified Elections Aide employees and individuals engaged through a contracted temporary agency. To address the leadership roles at the voter service centers, the County Executive Officer has established a new, unclassified classification of Senior Elections Aide. Hiring staff at this level on an extra-help basis will provide additional consistency in staffing and training for future election events to come. Based on the scope and level of work assigned, relevant labor market data, and the Countywide classification plan the salary for this new classification is recommended to be set at Range UNCL U12 (\$2,534.13 - \$3,165.06/month).

FISCAL IMPACT

The estimated fiscal impact of the proposed new classification is approximately \$100,000. These costs will be absorbed in the adopted budget for the Clerk-Recorder-Elections Office.

ATTACHMENT

Attachment 1 – Ordinance

Before the Board of Supervisors County of Placer, State of California

In the matter of: An ordinance amending the un-codified Schedule of Classifications and Compensation Ordinance to add the Senior Elections Aide to salary grade U12.

Ordinance No.: _____

Introduced: September 1, 2020

The following Ordinance was duly passed by the Board of Supervisors of the County of Placer at a regular meeting held _____, by the following vote:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

Chair, Board of Supervisors

Attest:

Clerk of said Board

THE BOARD OF SUPERVISORS OF THE COUNTY OF PLACER, STATE OF CALIFORNIA, DOES HEREBY ORDAIN AS FOLLOWS:

Attachment 1

The un-codified Schedule of Classifications and Compensation Ordinance is hereby amended as follows:

Section 1. That the un-codified Schedule of Classifications and Compensation Ordinance is hereby amended to read as follows (additions to ordinance shown in bold and underline):

ADMIN CODE	CLASSIFICATION TITLE	SALARY PLAN — APPENDIX	GRADE
<u>11805</u>	<u>Senior Elections Aide</u>	<u>UNCL</u>	<u>U12</u>

Section 2. That this ordinance shall be effective the first day of the pay period following adoption.

Section 3. That this ordinance amendment is adopted as an un-codified ordinance.

