



Legislation Text

File #: 19-550, **Version:** 1

Adopt a resolution amending the List of Numbers and Classifications of Positions to delete a 1.0 Full-Time Equivalent (FTE) Accounting Technician and add 1.0 FTE Office Coordinator in the Registrar of Voters' Office

Published Notice Required? Yes ☐ No ☒
Public Hearing Required? Yes ☐ No ☒

DEPARTMENTAL RECOMMENDATION:

The Registrar of Voters (ROV) recommends the Board adopt a resolution amending the List of Numbers and Classifications of Positions to delete a limited term 1.0 Full - Time Equivalent (FTE) Accounting Technician and add a limited term 1.0 FTE Office Coordinator in the ROV.

SUMMARY/DISCUSSION:

The ROV has utilized an Accounting Technician for the past 20 years to help with accounting needs of the ROV operation. ROV needs and operations have changed significantly over those 20 years. Operationally, the ROV has a need for additional office administration duties that do not fit into any current position in the office. Specifically, the ROV has experienced an increase in on-boarding of extra-help, implementing electronic filing systems, implementing new procedures to improve efficiencies in operations, and dealing with election logistics support with multiple contractors.

The Office Coordinator will absorb the duties of the current Accounting Technician. This will create a position that can provide administrative support and financial support to the department. The duties of the Office Coordinator class include all the accounting technician duties plus the administrative tasks.

Due to the increasing number of additional administrative responsibilities associated with this position, it has been determined that the position needs additional office administrative skills not available within the Accounting Technician position. This position is currently vacant.

After the FY19/20 budget adoption process, the ROV experienced turnover in several positions within the department. As part of the discussion during recruitment to fill the position, the department analyzed each position to understand what tasks were critical in preparation for the 2020 election cycle. Through this analysis the ROV determined this position could not wait until mid-year review of the FY19/20 budget process.

FINANCIAL IMPACT:

The recommendation will increase position costs by approximately \$2,692 annually. All costs associated with this position change can be absorbed by the ROV's FY2019/20 Adopted Budget.

The costs associated with preparing the agenda item are nominal and absorbed by the department's FY2019/20 Adopted Budget.

ALTERNATIVES:

The Board could choose not to approve the position change request. This is not recommended as it will

prevent the ROV from hiring staff with the skills needed based on the current operations of the department.

OTHER AGENCY INVOLVEMENT:

The Department of Human Resources and the County Administrator's Office have reviewed this proposal and recommend the position change.

CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION