



Board Agenda Item 22

DATE: June 21, 2022

TO: Board of Supervisors

SUBMITTED BY: James A. Kus, County Clerk/Registrar of Voters

SUBJECT: Salary Resolution Amendment

RECOMMENDED ACTION(S):

Approve Amendment to the Salary Resolution reclassifying one Office Assistant I/II to Office Assistant I/II-Confidential, one Account Clerk I/II to Account Clerk I/II-Confidential, and one Program Technician I/II to Program Technician I/II-Confidential I/II, as reflected on Appendix “G” effective June 27, 2022.

There is no additional Net County Cost associated with the recommended action. Approval of the recommended action will amend the County Clerk/Registrar of Voters Salary Resolution to reclassify one Office Assistant I/II-Confidential position, one Account Clerk-Confidential I/II position, and one Program Technician-Confidential I/II position to assist the Department’s administration with human resources functions. This amendment does not increase the total number of allocated positions for the Department. This item is Countywide.

ALTERNATIVE ACTION(S):

If the Board does not approve the recommended action, the Department would be required to use non-confidential employees in the execution of human resources tasks.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended actions. This item does not increase the total number of allocated positions for the Department and there is no difference in compensation between the current positions and their confidential equivalents.

DISCUSSION:

In 2020 the Department transitioned to the Voter’s Choice Act election model. Administration of elections under this model has required the department to move from a temporary election workforce consisting largely of one-day stipend workers to a workforce of approximately 500-700 extra-help employees working anywhere from several days to three months of each year. This transition has increased the amount and nature of required human resources related tasks for Department staff.

The Department is requesting this amendment to provide greater flexibility to appropriately meet its human resources support needs. The positions would be preparing or assisting in the preparation of confidential letters and memos, have access to and delivery of employee evaluations and disciplinary actions, have access to and being around sensitive verbal conversations, and maintain confidential files including

employee on-boarding documentation. Approval of the Recommended Action does not increase the total number of allocated positions for the Department.

ATTACHMENTS INCLUDED AND/OR ON FILE:

On file with Clerk - Salary Resolution - Appendix "G"

CAO ANALYST:

Raul Guerra