

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

559



FROM: Human Resources Dept.

SUBMITTAL DATE: June 23, 2003

SUBJECT: Classification study recommendation for Elections Analyst and amend Ordinance No. 440 pursuant to Resolution No. 440-8491, submitted herewith.

RECOMMENDED MOTION: That the Board of Supervisors approve the addition of the new classification of Elections Analyst as described and amend Ordinance No. 440 pursuant to Resolution No. 440-8491.

BACKGROUND: The following recommendation is the result of a request from the Registrar of Voters made during our Inspection and Technical Occupational Group Study process. As a result of this study, we are recommending a new Elections Analyst classification.

Ronald W. Komers
Asst. County Executive Officer/
Human Resources Director

FINANCIAL DATA:

CURRENT YEAR COST: \$4,932

ANNUAL COST: \$4,932

NET COUNTY COST: \$4,932

IN CURRENT YEAR BUDGET: YES

BUDGET ADJUSTMENT: NO

FOR FY: 2003/04

SOURCE OF FUNDS:

C.E.O. RECOMMENDATION:

APPROVE

COUNTY EXECUTIVE OFFICER SIGNATURE

- Policy
- Policy
- Consent
- Consent

Department Recommendation:
Per Executive Office:

COUNTY OF RIVERSIDE

JUN 23 2003

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Prev. Agn. Ref.

Dist. ALL

AGENDA NO.

3.24

CREATION OF A NEW CLASS:

Elections Analyst: Our study of the Elections Coordinator–Technical position revealed that the duties no longer fit within the scope of the current classification. With the advent of touch screen voting and the necessity of also maintaining the traditional voting process (for absentee voting), two distinct election processes must now be maintained and managed. This includes separate processes for ballot design, testing, certification, counting and canvassing. This new more progressive, but also more complex, system has increased both the consequence of and the possibility for error. With the recent high visibility of elections, a smooth election process remains highly desirable.

To account for these new more complex duties and the higher level of responsibility for this single position classification, we are recommending the creation of the new classification of Elections Analyst at salary plan/grade SEU 406 L10 (\$40,067 – 50,844). The proposed new class spec is attached for review.

It is further recommended the incumbent be reclassified into the new classification to step 7 of the salary range of the new Elections Analyst classification. This pay rate is approximately four steps above her current pay rate and represents the experience level for the incumbent.

IMPLEMENTATION:

The total cost of implementing these recommendations will be \$4,932 annually.

This recommendation does not cause any compaction and therefore, will not require any additional action outside this proposal. The Registrar of Voters concurs with these recommendations and indicates she has sufficient funds for implementation.

