

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



ITEM: 3.3
(ID # 23250)

MEETING DATE:
Tuesday, October 31, 2023

FROM : EXECUTIVE OFFICE:

SUBJECT: EXECUTIVE OFFICE: Approve the Amendment to Salary Ordinance No. 440 pursuant to Resolution No. 440-9402 submitted herewith to add five positions for the Registrar of Voters department and approve budget adjustments, All Districts. [Ongoing Cost - \$498,745, 100% General Fund Contingency] (4/5 Vote Required)

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve and amend Salary Ordinance No. 440 pursuant to Resolution No. 440-9402 submitted herewith;
2. Approve and direct the Auditor Controller to make the budget adjustment shown in Schedule A.

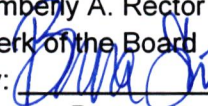
ACTION: 4/5 Vote Required, Position Added


Art Tinoco, Interim Registrar of Voters 10/13/2023

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Gutierrez, seconded by Supervisor Spiegel and duly carried, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Washington and Gutierrez
Nays: None
Absent: Perez
Date: October 31, 2023
xc: E.O., H.R.

Kimberly A. Rector
Clerk of the Board
By: 
Deputy

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FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 335,037	\$ 498,745	\$ 0	\$ 498,745
NET COUNTY COST	\$ 335,037	\$ 498,745	\$ 0	\$ 498,745
SOURCE OF FUNDS: 100% Appropriation for Contingency			Budget Adjustment: Yes	
			For Fiscal Year: 23/24	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Executive Office and Registrar of Voters (ROV) recently evaluated the ROV's personnel needs as part of a strategic assessment of the department's operations. ROV consists of the following divisions: Election Officers/Operations, RCIT and Voter/Candidate Services. Upon completing a thorough evaluation and considering the operational needs to prepare for the 2024 Presidential Primary and Presidential General elections, the ROV executive leadership identified that election officers/operations and voter/candidate services would benefit from a total of five (5) additional positions. Through the additional positions, ROV will increase the capacity for knowledge building, cross training, and most importantly operational redundancy within each division. The processes for each position are specialized and require extensive training pre- and post-election cycles.

The requested added positions via Ord. 440 resolution include one (1) Elections Analyst, one (1) Elections Technician III-Services, one (1) Elections Technician II-Operations, one (1) GIS Specialist I and one (1) Elections Coordinator's Assistant.

Positions and Functions

Voter/Candidate Services Division

The Elections Analyst is the lead staff member to execute the following essential tasks: manage the Election Information Management System (EIMS) to run data and customer reports, produce in-house sample and official ballots in compliance with a variety of regulations, codes, and laws specific to the offices, special districts and jurisdictions scheduled for elections and submit and coordinate ballot plates for ballot printing. As of recent, select staff in the services division have recently completed extensive training to learn how to create in-house ballots for operational efficiency.

The Elections Analyst also supervises the making and testing of all official ballots for Federal, State, and locally scheduled elections for Logic and Accuracy Certification, managing ballot-counting systems, and transmitting election results electronically to the Secretary of State.

The Elections Technician III supports the Election Analyst to execute the specialized tasks that require full-scope knowledge of the overall and ongoing cyclical elections process and to assist with specialized tasks during peak and critical time frames.

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The Elections Coordinator's Assistant will work closely with Elections Coordinator to support the development and review of election documents, support the supervision of both Full Time Employee (FTE), and TAP staff, and provide oversight of Vote Centers including preparation prior to an election cycle and implementation during the election cycle. This position will also provide oversight of Vote Centers and Vote-by-Mail material contract procurement and selection to align with the County's Voters Choice Act election model and election calendar(s) including the creation of, proofing, and printing.

Election Officers/Operations Division

The Election Technician II will assist by performing a wide variety of skilled manual and labor-intensive work in the maintenance and operation of the elections warehouse.

The position will assist with the maintenance of incoming and outgoing warehouse supply inventory including annual preventative maintenance of voting equipment; prepare for the delivery and pick-up with the secure transport company of election equipment, materials, and supplies to be deployed to Vote Centers, assist with the conduct of the Logic and Accuracy testing and engage with the public. Additionally, the position will assist with the training and supervision of Temporary Assignment Program staff during high workload and peak election times.

The GIS Specialist I will perform technical input, including editing and digitizing, producing a wide variety of map reports, diagrams and displays. Currently, the GIS unit is transitioning from ESRI, GIS mapping software, to GIS Pro 2.9 software which will be completed over the course of several months to transfer data, conduct beta testing and establish department procedures. This position will also maintain web map applications during election cycles using ESRI's Workforce software analyze voter data and research and update voter registration records.

Impact on Residents and Businesses

The additional positions will enhance the ROV's ability to operate efficiently to conduct elections and serve the growing number of registered voters.

Additional Fiscal Information

The ROV requests \$335,037 in contingency funds for the current fiscal year as there are not sufficient department funds. ROV will include the full cost for these positions, \$498,745, into the budget for next fiscal year and each subsequent budget cycle.

SCHEDULE A. **BUDGET ADJUSTMENT FY 23/24**

1) Increase Appropriations:		
10000-1700100000-510040	Regular Salaries	\$335,037

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2) Anticipated Use of Unassigned Fund Balance		
10000-17001000000-370100	Unassigned Fund Balance	\$335,037
3) Decrease Appropriations:		
10000-1109000000-581000	Appropriation for Contingency	\$335,037
4) Anticipated Increase of Unassigned Fund Balance:		
10000-1109000000-370100	Unassigned Fund Balance	\$335,037

ATTACHMENT.

ATTACHMENT A. PERSONNEL CHANGE and ORDINANCE 440 REPORT



Jacqueline Ruiz, Sr. Management Analyst 10/6/2023

1 RESOLUTION NO. 440-9402

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3 BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in
4 regular session assembled on October 31, 2023, that pursuant to Section 4(a)(ii) of Ordinance No. 440, the
5 Executive Office is authorized to make the following listed change(s), operative on the date of approval, as
6 follows:

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<u>Job Code</u>	<u>+/-</u>	<u>Department ID</u>	<u>Class Title</u>
8 13007	+1	1700100000	Elections Analyst
9 13004	+1	1700100000	Elections Technician III - Services
10 62940	+1	1700100000	Elections Technician II - Operations
11 13002	+1	1700100000	Elections Coordinator's Assistant
12 77102	+1	1700100000	GIS Specialist I

13 ROLL CALL:

14 Ayes: Jeffries, Washington, Spiegel, and Gutierrez
15 Nays: None
16 Absent: Perez

17 The foregoing is certified to be a true copy of a resolution duly adopted by said Board of Supervisors on the
18 date therein set forth.

19 KIMBERLY A. RECTOR, Clerk of said Board

20 By:  _____
21 Deputy

22 10.31.2023 3.3

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10/10/2023
28 440 Resolutions\MH