



# COUNTY OF HUMBOLDT

For the meeting of: 1/11/2022

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File #: 22-14

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**To:** Board of Supervisors

**From:** Clerk/Recorder

**Agenda Section:** Consent

**SUBJECT:**

Position Allocation Modification for the Elections Department

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Approve the allocation of 1.0 FTE Administrative Analyst in budget unit 1100140 effective immediately; and
2. Approve the deallocation of 1.0 FTE Election Specialist in budget unit 1100140 effective immediately.

**SOURCE OF FUNDING:**

General Fund

**DISCUSSION:**

The Clerk-Recorder has taken the opportunity to re-evaluate the best use of personnel resources in the Elections Department. Many tasks related to voter registration, which are performed by the Election Specialist positions, have become automated. Changes in election processes have increased the need for employees with a higher level of skills associated with the position of Administrative Analyst, including surveying polling locations for American's With Disabilities Act (ADA) requirements, working with software to publish materials on the Elections website that are accessible to voters with disabilities, producing publications in English, Spanish and Hmong, working with the Voter Accessibility Advisory Committee (VAAC) and Language Accessibility Advisory Committee (LAAC), tracking financial reporting and conflict of interest information for over 80 special districts, recruiting and training between 300-350 poll workers, coordinating facility use for in-person voting and arranging for election supplies and equipment delivery.

Because of the shift in workload, the Clerk-Recorder is requesting approval of 1.0 FTE Administrative Analyst position, and the deallocation of 1.0 FTE Election Specialist position.

**FINANCIAL IMPACT:**

The current budget will allow this change to be absorbed with no additional funding required.

Allocating the one FTE Administrative Analyst I/II, Class No. 0626 position would cost between \$37,538.35 and \$52,800.89 for the remainder of fiscal year 2021-22. One FTE Elections Specialist II, Class No. 0132 has been vacant since July 15, 2021, saving \$73,235.91. Additionally, the Clerk-Recorder expects to see a decrease in overtime pay during an election cycle due to a more equal distribution of workload.

**STRATEGIC FRAMEWORK:**

This action supports your Board's Strategic Framework by managing our resources to ensure sustainability of services.

**OTHER AGENCY INVOLVEMENT:**

Humboldt County Human Resources  
Auditor-Controller

**ALTERNATIVES TO STAFF RECOMMENDATIONS:**

Your Board could deny this request, however that is not recommended.

**ATTACHMENTS:**

Click or tap here to enter text.

**PREVIOUS ACTION/REFERRAL:**

Board Order No.: Click or tap here to enter text.

Meeting of: Click or tap here to enter text.

File No.: Click or tap here to enter text.