



Legislation Text

File #: 22-1696, **Version:** 1

TO: Board of Supervisors

FROM: Christine Briceño, Director of Human Resources

REPORT BY: Joy Cadiz, Senior Human Resources Analyst

SUBJECT: Adoption of a Resolution Amending the Departmental Allocation List for the Assessor, Recorder, County Clerk Department's Elections Division

RECOMMENDATION

Director of Human Resources and Assessor-Recorder-County Clerk request adoption of a Resolution amending the Departmental Allocation List for the Assessor, Recorder, County Clerk Department's Elections Division by adding one 1.0 full-time equivalent (FTE) Election Services Assistant I/II/III, and deleting one 1.0 FTE Assessment Records Assistant I/II, effective September 17, 2022, with no increase in FTE, and a slight increase to the County General Fund.

EXECUTIVE SUMMARY

If approved, this request adds a 1.0 FTE Election Services Assistant I/II/III to the Assessor, Recorder, County Clerk Department's Election Division, and deletes a 1.0 FTE Assessment Records Assistant I/II to have the proper classifications available to meet workload within the division.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The affected position is allocated to the Elections Division. This request allocates the appropriate classification to the Elections Division of the Assessor, Recorder, County Clerk Department.
Is the general fund affected?	Yes

Future fiscal impact:	The increased cost of salary and benefits is approximately \$2,260 for the remainder of Fiscal Year 2022-2023. The increased annualized cost of salary and benefits is approximately \$2,798. The increased cost of salaries and benefits for future fiscal years will be budgeted accordingly.
Consequences if not approved:	The Department will not have adequate staffing in the Elections Division to meet changing workload demands.
County Strategic Plan pillar addressed:	Effective and Open Government

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

Human Resources is working with the Assessor, Recorder, County Clerk Department on an update to the Assessment Records Assistant classification series which removes duties related to elections. With the removal of these duties, it will no longer be appropriate for an Assessment Records Assistant to be allocated to the Elections Division. Rather, the appropriate classification series is the Election Services Assistant.

If approved, this action will add an Election Services Assistant I/II/III through a competitive recruitment process. The existing Assessment Records Assistant I/II will be deleted upon subsequent vacancy.

Therefore, the Director of Human Resources and the Assessor-Recorder-County Clerk requests the deletion of one 1.0 FTE Assessment Records Assistant I/II, and the addition of one 1.0 FTE Elections Services Assistant I/II/III within the Elections Division, effective September 17, 2022, with no net increase of FTEs, and a slight increase to the General Fund.