



County of El Dorado

Department of Human Resources

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September 5, 2019

TO: Bill O'Neill, Registrar of Voters

CC: Linda Webster, Assistant Registrar of Voters

FROM: Michael Reddin, Human Resources Analyst

SUBJECT: Reclassification Request

In considering this single position reclassification request, the following was completed:

- Review of Administrative Assistant I/II (AAI/II) class spec (current allocation);
- Review of Administration Technician (AT) class spec;
- Review of department organization structure; and
- Several phone interviews with Linda Webster, the supervisor of this position, and an in-person interview with Ms. Webster and Bill O'Neill, the department head.

The new duties described in this request represent an increase in responsibility and complexity. These new duties are listed below along with the associated tasks:

1. Manage vote center program and make recommendations/modification as necessary - 10%
 - a. Locate suitable voting center sites; ensure site(s) can remain open for the required hours.
 - b. Assess Americans with Disabilities Act accessibility to voting center(s).
 - c. Create a custom and detailed after-election report to be filed with the State of California (State) that includes voter turn-out.
 - d. Track expenditures and develop a cost analysis breakout that includes current and historical costs.
 - e. Track and bill the individual districts for voting administration costs.
 - f. Ensure creation of bilingual ballots which includes coordinating with translation vendor.
2. Manage/amend State Election Administration Plan (EAP) - 5%
 - a. Amend the EAP with the State when administrative changes, vote center location, or other changes in the plan occur.
3. Develop and manage setup, testing, and configuration/delivery of vote center equipment – 10%
 - a. Ensure internet (Wi-Fi and hardline) connectivity for voting equipment with limited support from department's Information Technology Department Coordinator position.

- b. Coordinate timely delivery and set-up of voting equipment.
 - c. Troubleshoot errors with voting equipment and escalate as needed during critical election periods.
4. Manage vote by mailing, incoming sorting system, and temp staff - 15%
- a. Define the mail sort scheme on each election and review exceptions on an urgent basis.
 - b. Pull down ballots from mail equipment (data pull necessitates a narrow margin of error).
 - c. Develop training program for temporary staff to operate the incoming mail equipment that may process up to 85,000 (significant increase from 12,000) individual ballots.
 - d. Develop, implement, and monitor procedures and train temporary staff on established sorting process.
 - e. Assess and recommend refinements to the process as needed.
 - f. Schedule delivery and regular pick-up of ballots at ballot box locations (separate from vote centers).
 - g. Assign work, and schedule and train temporary staff on the sorting system.
 - h. Review ballots for signature matches on file; determine voter eligibility, accept petitions, and review signature counts.
 - i. Review ballot data for upload to voter registration system.

The duties noted above have been performed by the incumbent since April 22, 2019 when the Board of Supervisors approved the County of El Dorado as a Voting Center Act County. As such, this position has shifted to include increased technical administration duties and less clerical administration duties. Although the AAI/II class can perform some of the required duties listed on the Classification Request form, the new duties listed above are appropriate for an AT. The AT class allows for the increase in discretion, independent judgment, and increased impact to the County related to errors. On review of the AT class spec, the duties below are consistent with these specialized and technical duties listed above:

- Performs technical and procedural in support of an assigned department.
- Monitors, coordinates, organizes, and carries out technical and administrative assignments.
- Evaluates office and inter-departmental procedures and makes recommendations for modifications as required by the State.
- Discusses analysis and conclusions with management.
- Provides information to the public or County staff.
- Confers with representatives of other governmental agencies (EAP Program).
- Researches, interprets, and ensures compliance with laws, codes, rules, and regulations.

Based on the Position Description Questionnaire and interviews, the incumbent is performing work at the AT level. The AT class encompasses the current AAI/II duties and allows for the full scope of new duties. Given the changes in the complexity of the job duties and foreseeable permanency of these changes, it is recommended by Human Resources to initiate an upward reclassification from AAI/II to AT for the study position.

As noted above, some of the duties performed are consistent with the AA I/II class spec; however, since

April 2019, the incumbent's preponderant duties are more technical in nature, which require a specialized department knowledge, increase in the variety and scope of duties, and the complex of such.

For these reasons, Human Resources has determined that the study position should be reclassified to Administrative Technician.