



## Legislation Text

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**File #:** 18-0754, **Version:** 1

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Human Resources Department recommending the Board adopt and authorize the Chair to sign Resolution **096-2018** approving the new salary range (due to internal equity) for the classification of Registrar of Voters.

**FUNDING:** General Fund.

### **DEPARTMENT RECOMMENDATION**

Human Resources Department recommending the Board approve and authorize the Chair to sign Resolution **096-2018** approving the new salary range (due to internal equity) for the classification of Registrar of Voters.

### **DISCUSSION / BACKGROUND**

On October 10, 2017 (Legistar #17-0830), the Board approved the amendment to Ordinance No. 5065 Section 2.14 to include Registrar of Voters as an appointed department head, pursuant to Section 404 of the County Charter, in order to set minimum qualifications for the position, including education and experience relative to Elections code, processes, and systems. The recent implementation of pending changes from the Secretary of State will require in-depth knowledge of California elections law, requirements, and systems.

The recommended salary for the Registrar of Voters classification was based on market research and internal alignment of the County's Director level classifications. Given the limited comparable market data for this position, and the similarities in size and scope of each department including the duties and responsibilities, Human Resources recommended the Registrar of Voter's salary be aligned internally with the Clerk of Board of Supervisor classification. The previously approved salary steps noted on Legistar #17-0830 and repeated below were recommended based on previous market data for the Clerk of Board of Supervisor:

Step 1: \$7,791 monthly or \$44.96 per hour  
Step 2: \$8,181 monthly or \$47.21 per hour  
Step 3: \$8,590 monthly or \$49.57 per hour  
Step 4: \$9,020 monthly or \$52.05 per hour  
Step 5: \$9,471 monthly or \$54.65 per hour

In late October 2017, Human Resources revised the compensation data for all benchmark classifications, which included the Clerk of the Board of Supervisors. The revisions included using the full family HMO County medical contribution, removed three comparator agencies, updated comparator agency salaries effective September 2017, and adjusted the County's and the comparator agencies' data to reflect longevity benefits. The impact of these changes resulted in a change in the market median for the Clerk of the Board of Supervisors.. Therefore, despite the recommendation to align the salary of the two classifications based on similarities in size and scope of the departments, the previously approved Registrar of Voters salary is higher than the current Clerk of the Board of Supervisor's salary range. The following adjusted salary range is

recommended in order to align the classification with the Clerk of the Board of Supervisors:

Step 1: \$6,992.26 monthly or \$40.34 per hour  
Step 2: \$7,342.40 monthly or \$42.36 per hour  
Step 3: \$7,709.86 monthly or \$44.48 per hour  
Step 4: \$8,094.66 monthly or \$46.70 per hour  
Step 5: \$8,500.26 monthly or \$49.04 per hour

The recommended action does not impact any current staff. The Registrar of Voters is a new position that will be allocated and filled in FY 2018-19.

### **ALTERNATIVES**

The Board could choose not to adopt the new salary range.

### **OTHER DEPARTMENT / AGENCY INVOLVEMENT**

Elections Department

### **CAO RECOMMENDATION**

It is recommended that the Board approve this item.

### **FINANCIAL IMPACT**

The reduction in the salary range results in a cost difference of approximately \$13,000 less per year than the previously-approved salary. The Registrar of Voters classification and new salary range will become effective in FY 2018-19 and funds will be included in the FY 2018-19 Recommended Budget for Elections.

### **CLERK OF THE BOARD FOLLOW UP ACTIONS**

Upon Board adoption and approval, please provide Katie Lee in Human Resources with a copy of the fully executed Resolution.

### **STRATEGIC PLAN COMPONENT**

Good Governance

### **CONTACT**

Tameka Usher, Director of Human Resources