



# County of El Dorado

330 Fair Lane, Building A  
Placerville, California  
530 621-5390  
FAX 622-3645  
www.edcgov.us/bos/

## Legislation Details (With Text)

**File #:** 14-1508 **Version:** 1  
**Type:** Agenda Item **Status:** Approved  
**File created:** 10/29/2014 **In control:** Board of Supervisors  
**On agenda:** 12/2/2014 **Final action:** 12/2/2014  
**Title:** Recorder Clerk's Office and Human Resources recommending the Board adopt Resolution 224-2014 establishing the salary schedule for the classification of Election Worker - Extra Help.

**FUNDING:** General Fund.

### Sponsors:

### Indexes:

### Code sections:

**Attachments:** 1. A - Election Worker EH Job Specification 12-2-14, 2. B - Resolution Election Worker EH 12-2-14, 3. Executed Resolution 224-2014 12-2-14 item 20.pdf

Date	Ver.	Action By	Action	Result
12/2/2014	1	Board of Supervisors	Approved	Pass

Recorder Clerk's Office and Human Resources recommending the Board adopt Resolution **224-2014** establishing the salary schedule for the classification of Election Worker - Extra Help.

**FUNDING:** General Fund.

### Fiscal Impact/Change to Net County Cost

There is no net impact to County Cost. Costs for the hiring of extra help employees during election cycle(s) has been budgeted by the department. It is recommended that the Salary for this classification be set equal to the Office Assistant I salary, which was the classification that was used to hire election workers in the past.

### Reason for Recommendation

The Elections Department has determined a need to establish the classification of Election Worker - Extra Help.

The current Personnel Rules require that extra help employees be hired from existing employment lists. Historically, the positions were filled using the Office Assistant I classification. Due to the seasonal nature of the work, in the Elections Department, this rule often hinders the department's ability to hire the number of employees needed in a timely manner during each election cycle. By establishing the classification of Election Worker - Extra Help, Human Resources will be able to run a recruitment and establish employment lists to meet the specific needs of this department. It is recommended that the salary for this classification be set equal to the Office Assistant I salary.

### Clerk of the Board Follow Up Actions

Board Clerk to provide Human Resources and the Recorder Clerk (Elections Department) each with one (1) copy of the resolution signed by the Chair.

### Contact

Bill Schultz, County Recorder/Clerk  
Pamela Knorr, Human Resources Director