



Legislation Text

File #: 18-1528, **Version:** 1

Chief Administrative Officer and Director of Human Resources recommending the Board adopt and authorize the Chair to sign Resolution **216-2018** to increase the salary of the Registrar of Voters classification.

FUNDING: General Fund.

DISCUSSION / BACKGROUND

The Board approved the Registrar of Voters classification to be an appointed department director position on October 10, 2017 (Legistar #17-0830). Given the consequence of error and the complexity of duties and responsibilities, which includes the political nature of the work itself, the primary basis for this decision was to attract qualified candidates.

A recent Registrar of Voters recruitment was open for a total of 55 days, initially for 34 days and then extended for an additional 21 days. A total of 17 applications were received, with zero candidates meeting the minimum qualifications. Advertising and personal outreach was conducted with the goal of hiring a candidate who possesses extensive management experience in the provision of voter registration services in California.

Given the outcome of this recruitment, the Human Resources Department reviewed external data and spoke with other public sector human resources colleagues. In doing such, it was confirmed that the challenges the County experienced with this recruitment are consistent with trends seen across the State for the same or similar classifications. However, in addition to recruitment challenges, after speaking with colleagues and conducting a salary analysis, it was determined that the salary established for this classification is not comparable with surrounding counties, both for deputy- and manager-level elections classifications. Unfortunately, the County's eight county comparator agencies have different organizational structures; therefore, data from those agencies are non-comparable. In determining a new salary, an internal analysis was conducted to ensure the position is appropriately aligned in the County's compensation structure.

The base salary is recommended to be increased by 20% for a total annual salary increase from \$92,518 to \$103,106 at salary step Step 3. At Step 5, the new salary would be \$123,490 per year, up from \$102,003 per year. This change would result in an annual cost increase, including benefits, of approximately \$27,000 per year.

ALTERNATIVES

The Board could choose to reject the salary increase.

OTHER DEPARTMENT / AGENCY INVOLVEMENT

N/A

CAO RECOMMENDATION

It is recommended that the Board approve this item.

FINANCIAL IMPACT

The base salary is recommended to be increased by 20%, which would result in an annual increase of up to approximately \$27,000, including benefits.

CLERK OF THE BOARD FOLLOW UP ACTIONS

Provide one copy of the executed Resolution to Katie Lee in the Human Resources Department.

STRATEGIC PLAN COMPONENT

Good Governance

CONTACT

Don Ashton, Chief Administrative Officer

Tameka Usher, Director of Human Resources