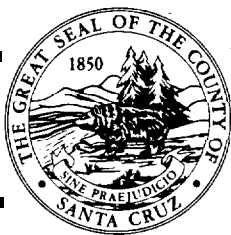


ELECTIONS AND  
REGISTRATIONS

## COUNTY OF SANTA CRUZ

## GOVERNMENTAL CENTER

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May 19, 1998

## AGENDA: JUNE 2, 1998

Board of Supervisors  
county of Santa Cruz  
701 Ocean Street  
Santa Cruz, CA 95060Re: RESOLUTION TO AMEND REGULATIONS TO PROVIDE  
NEW CATEGORIES AND PAY FOR ELECTION OFFICIALS

Dear Members of the Board,

It has become increasingly difficult for the Elections Department to hire a large number of poll workers and central receiving boards. It is now necessary to increase the pay of these election officials and to revise the hiring process. Section 165.1 of the Personnel Regulations provides for special pay of these election officials, such as Inspectors and Receiving Center Boards.

For each countywide election, the Department hires over 800 people. The requirements for these positions are that they be registered voters in the county or a high school student at least 16 years of age and in good standing. The longer-term positions—those who work up to three months prior to an **election**—are filled through the normal Personnel Department hiring process. The balance of the workers, such as poll workers (Inspectors and Clerks), Central Receiving Boards and Central County Boards are hired through an expedited process provided in Section 165.1 of the Personnel Regulations. Because of recent **difficulties** in filling those positions covered by Section 165.1, it is recommended this regulation be revised,

***Polling Place Workers***

Currently certain classes are paid a flat fee, or stipend, as allowed by state and federal law. It is preferred that the stipend be continued for those who work at the polling places, but the amount be increased so that we can attract more workers. One of the most difficult positions to fill is that of Inspector. Although we have a large pool of persons willing to work at the polls, not

enough of them want to be an Inspector-the one in charge of the polling place. The job does require more time and responsibility than the clerk position and should therefore be paid accordingly. In addition to the Election Day duties, the Inspector must make arrangements with the polling place, contact their precinct board members, attend a one-hour class and pick up election supplies. It has been over ten years since your Board set the rate at which Inspectors are compensated, recruiting pollworkers has become more challenging and elections have become more complicated. It is time that the rate be increased to attract more competent individuals and properly compensate those who spend over 15 hours on Election Day.

One procedure the department uses to fill the Inspector positions is to have some Inspectors cover two polling places or precincts. The Multiple Precinct Inspectors are usually used when there are two precincts at the same facility or in close proximity. This works well, but additional pay is required to provide an incentive for them to perform these additional duties and responsibilities. It is recommended that a new class of Multiple Precinct Inspectors be included in the regulations and that the stipend be set at \$140.

Because election laws and procedures are difficult to learn, and in anticipation of unexpected events at the polling places, the department also enlists the assistance of roving inspectors. For large elections there are up to five individuals, who travel to each polling place to provide assistance and supplies, answer questions and assure that the proper procedures are being followed. It is recommended that they be paid the same as the Multiple Precinct Inspectors.

### ***Central Election Day Workers***

In addition to the polling place workers, the department must also hire up to forty workers to perform various functions on election day. For instance, on election day over 1,000 voters call or come into the **office** needing assistance in locating their polling place or the special handling in the issuance of their ballot. Additionally, the five permanent staff needs assistance in answering the hundreds of phone calls from the Inspectors regarding voters and procedures.

Election night workers are needed to perform those duties necessary to receive and prepare the ballots for counting. These workers are described in the current Personnel Regulations under Central Receiving Center Boards and Central County Boards. They have a variety of titles, such as Ballot Inspection Board, Ballot Duplicating Board, Accuracy Certification Board and Storage Packaging Board.

Pursuant to the Personnel Regulations these Central Election Day Workers or Boards are currently paid a flat fee or stipend. Because it is difficult to fill these positions and the hours vary considerably, it is recommended that an hourly fee be established for them. So that your Board does not have to review this fee each year, it is recommended that one class of Central Election Day Worker be established and that the compensation be set at the hourly rate equivalent to the first step hourly rate for the County Classification of Clerk II. Currently the hourly rate of a Clerk II at the first step is \$10.14.

### ***Miscellaneous Election Workers***

For those individuals who work the one day to three weeks before and after election day, Regulation 165.1 provides for Miscellaneous Election **Officials** that are either Labelers or Canvas Board Workers. However, in addition to labeling absentee ballots and working on the canvas, they must also perform other duties, such as receiving, sorting, inspecting, processing,

counting and packaging ballots, as well as assisting voters on the phone and at the counter and delivery and pickup of polling place supplies.

Because there is such a variety of duties to be performed, it is recommended that the title of Labeler and Canvas Board Worker be eliminated and replaced with Miscellaneous Election Worker. It is further recommended their compensation be set at the hourly rate equivalent to the first step hourly rate for the County job classification of Clerk II. This will simplify the hiring process and allow for easily moving a worker from one duty to another.

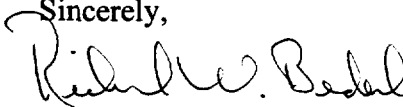
## Summary

In summary, the Department hires over 800 people for a countywide election. As you may recall our election process benefits from county mid and executive management who are reassigned to work for elections. The majority of the 800 work at the polling places, are not county employees and are paid a flat fee or stipend. Because of the difficulty of filling the poll worker positions, and the fact that it has been over ten years since your Board set their stipend, it is recommended that their stipend be increased. There are sufficient funds in the department's budget to cover the increased costs for the polling place workers.

Many of the other positions are filled through the normal Personnel hiring process that continues to be an effective tool. The balance of the positions-those hired for election day and up to three weeks before or after election day-are hired through an expedited process provided in Section 165.1 of the Personnel Regulations. For the reasons discussed above, it is this regulation that needs to be revised to allow for different classifications of workers and a wage commensurate **with** the County position of Clerk II.

It is therefore **RECOMMENDED** that your Board adopt the attached amendment to Resolution No. 247-76 to modify Section 165.1 C, Election Officials, that:

1. Increases the stipend for Inspectors from \$70 per election to \$80 per election and for Judges and Clerks from \$55 per election to \$60 per election.
2. Establishes a new position of Multiple Precinct Inspectors at a stipend of \$140.
3. Deletes the reference to various boards and replacing them with Central Election Day Workers and Miscellaneous Election Workers with an hourly rate equivalent to the hourly rate of the County position of Clerk II.

Sincerely,  
  
 Richard W. Bedal  
 Treasurer-Tax Collector

  
 Dania Torres Wong  
 Personnel Director

RECOMMENDED:

  
 SUSAN A. MAURIELLO  
 County Administrative Officer

BEFORE THE BOARD OF SUPERVISORS  
OF THE COUNTY OF SANTA CRUZ, STATE OF CALIFORNIA

194

RESOLUTION NO.

On the motion of Supervisor  
Duly seconded by Supervisor  
The following resolution is adopted:

RESOLUTION AMENDING PERSONNEL REGULATIONS

WHEREAS, the County of Santa Cruz has adopted Personnel Regulations as a part of the County's Personnel Manual by Resolution No. 247-76 and subsequent amendments; and

WHEREAS, it is now desirable and necessary to amend Section 165.1 of Part 160, Salary, Compensation and Leave Provisions, to establish new classification of election officials and to increase the pay of certain election officials,

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that Part 160, Salary, Compensation and Leave Provisions, be amended as shown on the attached Exhibit A.

PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Cruz, State of California, this \_\_\_\_\_ day of \_\_\_\_\_, 19, \_\_\_\_\_ by the following vote:

AYES: SUPERVISORS

NOES: SUPERVISORS

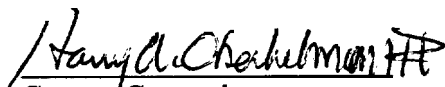
ABSENT: SUPERVISORS

\_\_\_\_\_  
Chairperson of the Board

ATTEST:

\_\_\_\_\_  
Clerk of the Board

APPROVED AS TO FORM

  
County Counsel

. Distribution: Auditor-Controller  
County Counsel  
County Administrative Officer  
Personnel Department

**SECTION 165. 1 ELECTIONS (SPECIAL PAY)**

- A. County Clerk. The County Clerk shall be paid the sum of \$600 a year for every year that an election is held throughout the State of California.
- B. Special Deputies - Registration. In addition to the deputies regularly employed, the County Clerk is authorized to appoint such special deputies Deputy Registrar of Voters for the purpose of registering electors, as is determined by the County Clerk to be necessary, and to pay such special deputies the sum of twenty-five cents for each elector legally registered by them Annual payments will be made in January of each year.
- C. Election Officials Officers and Workers. The election officials ~~officers and workers~~ hereinafter appointed to serve in an election conducted by the County of Santa Cruz shall receive for their services the following compensation:
1. Election Precinct Boards. At each primary and general election held throughout the County, and at each special or district election held throughout the County or in any portion of the County, said election being held under the supervision of the ~~Board of Supervisors~~ County Clerk, the following compensation stipend shall be paid to the members of the precinct board in each precinct and shall constitute payment for all services, including, but not limited to, the members use of his or her own private automobile:

Each Inspector  
~~\$70.00~~ \$80.00  
Each Multiple Precinct Inspector  
\$140.00  
 Each Judge or Clerk  
~~\$55.00~~ \$70.00
  2. ~~Central Receiving-Center-Boards~~ Election Day Workers. At each primary and general election held throughout the County, and at each special or district election held throughout the County or in any portion of the County, said election being held under the supervision of the ~~Board of Supervisors~~ County Clerk, the central election day workers shall be compensated at an hourly rate equivalent to the first step hourly rate for the County classification of Clerk II. the following compensation shall be paid to members of the Central Receiving-Center-Boards:

~~Each Seat and Container~~  
~~-----Inspection-Board-Member~~  
~~-----\$25.00~~  
~~-----Each Ballot-Inspection~~

-----Board-Member  
 -----\$25.00  
 -----Each-Ballot-Duplicating  
 -----Board-Member  
 ----- \$25.00

A-member-of-one-Central-Receiving-Board-may-be-transferred-to-an-other-such-Board;-provided;-however;-that-the-maximum-compensation-paid-to-any-member-shall-be-\$20.00.

Such central election day workers shall be paid through the County payroll system for administrative purposes and be subject to appropriate payroll deductions. A central election day worker may not be an employee of the County Clerk-Recorder/Treasurer-Tax Collector Department or a clerical employee of the County. The County Clerk shall be responsible for submitting required documentation for employment of such elections workers to the Personnel Department and Auditor's Office in accordance with prescribed deadlines for approval in advance of employment. Completion of Federal W-4 and I-9 forms are required for such workers.

- 3- Central-County-Boards:--At-each-primary-and-general-election-held-throughout-the-County;-and-at-each-special-or-district-election-held-throughout-the-County-or-in-any-portion-of-the-County;-said-election-being-held-under-the-supervision-of-the-Board-of-Supervisors;-the-following-compensation-shall-be-paid-to-members-of-the-Central-Counting-Boards:

Each-Ballot-Processing  
 -----Board-Member  
 ----- \$4.00-per-hour  
 ----- Each-Hudtr-Burt-Beurd  
 ----- Member  
 ----- \$25.00-per-election  
 ----- Each-Accuracy-Certification  
 ----- Board-Member  
 ----- \$25.00-per-election  
 ----- Each-Storage-Packaging  
 ----- Board-Member  
 ----- \$25.00-per-election  
 ----- Each-Press-Messenger  
 ----- \$20.00-per-election

A-member-of-one-Central-Counting-Board-may-be-transferred-to-another-Central-Counting-Board:--The-compensation-of-a-member-who-is-so-transferred-shall-be-prorated-in-accordance-with-the-amount-of-time-worked-on-each-Board-as-certified-by-the-Supervisor.

43. Miscellaneous Election Officials ~~Work For~~ each primary and general election held throughout the County, and at for each special or district election held throughout the County or in any

portion of the County, said election being held under the supervision of the Board-of-Supervisors County Clerk, the-following-compensation-shall-be-paid-to the-following miscellaneous election workers officials whose employment may extend beyond election day but, in no case may the duration of employment exceed three calendar weeks, and shall be compensated at an hour rate equivalent to the first step hourly rate for the County job classification of Clerk II.

Labeler-----\$7.06-per-hour  
 Canvas-Board-Worker-----\$7.37-per-hour

Such election workers shall be paid through the County payroll system for administrative purposes and be subject to appropriate payroll deductions. Such election workers may not be current County employees. The County Clerk shall be responsible for submitting required documentation for employment of such elections officials to the Personnel Department and Auditor's Office in accordance with prescribed deadlines for approval in advance of employment. Completion of Federal W-4 and I-9 forms are required of such employees.

5- Consolidated-School-Elections:--Whenever-one-or-more-school-bond measure-or-school-district-maximum-tax-rate-increase-measure-is consolidated-with-a-primary-election-or-general-election-held throughout-the-County-each-inspector,--judge-and-clerk-in-each-precinct-shall-be-paid,--in-addition-to-all-other-sums-paid,--the-sum-of \$2.50.--Such-sum-shall-be-charged-to-the-appropriate-school-district by-the-County-Clerk-as-part-of-the-cost-to-the-County-in-consolidating-said-measure-or-measures-with-said-primary-or-general-election.

64. County Employees. The amount of compensation paid to a County employee who voluntarily serves as an member-an-any-Board-enumerated-in-this-section-election-worker shall be at the same rate as is paid to Board-members election workers who are not County employees. County employees may receive annual leave or vacation pay in addition to any remuneration payment they receive while serving in the capacity of an Election-Official election precinct board member or Board-Member central election day worker listed in Section 163.6 165.1 C 1 and 2. above.

County employees in clerical classes and employees of the County Clerk-Recorder/Treasurer-Tax Collector Department may not serve as central election day workers enumerated in 165.1 C 2. above. No County employee may serve as an miscellaneous election worker as enumerated in 165.1 C 3. above.

D. Use of Personal Vehicles. The County Clerk shall be responsible for verifying that any person who uses their personal vehicle while serving as an election official has the valid California driver's license and required insurance prior to any use of the vehicle.

**Orig. 5/76; Rev. 2/14/81; Res. 95-84, 2/28/84; Res. 526-84, 9/11/84; Res. 656-85, 10/8/85; Res. 104-88, 3/8/88.**