



# County of Sonoma

## State of California

Date: December 17, 2019

Item Number: \_\_\_\_\_

Resolution Number: \_\_\_\_\_

☐ 4/5 Vote Required

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**Resolution of the Board of Supervisors of the County of Sonoma, State Of California,  
adding an Election Services Supervisor to the Registrar of Voters Division of the Clerk  
Recorder Assessors Office**

**WHEREAS,** The Sonoma County Registrar of Voters has one of the most significant and complex responsibilities of County Government: to run secure and fair elections that give a voice to the public and pass measures, initiatives, propositions and elect officials to serve the public;

**WHEREAS,** in the past 10 years, staff reductions have eliminated three Election Services Supervisors and 1 Election Specialist; and

**WHEREAS,** In that same period, there has been an increase in the number of elections, increased number of voters, and more than 20 new mandates from the state that affect elections processes; and

**WHEREAS,** With only 12 staff and 2 managers dedicated to elections operations, the overall leadership, management and election process will benefit from the addition of an Election Services Supervisor to help support staff and distribute workload; and

**WHEREAS,** The Registrar of Voters Office has seen a large increase in regular workload over the last eight years, unrelated to unfunded mandates. There has been an 83% increase in the number of ballots returned and that need to be processed, a 199% increase in ballots that have been challenged and need to be researched, 121% increase in provisional ballots that need to be individually researched, and in the last year a 462% increase in conditional voter registration; and

**WHEREAS,** The Elections Services Supervisor position would be responsible for day-to-day supervision of staff, assistance in training staff, coverage of sick/vacation time, and assist with work-flow processes throughout the Registrar of Voters Office; and

**WHEREAS,** A, the supervisor will supervise seasonal Extra Help staff during key election readiness periods, and provide back up to the Senior Election Specialists who cover the most complex aspects of the election, as well as assist in development of procedures; and

**WHEREAS,** The addition of a Supervisor would remove the majority of day to day supervisory tasks from management, and allow them to focus on successfully running the elections; tracking, and analyzing and implementing changes to procedures related to changing election legislation and technologies; discovering and implementing process improvements; and designing and implementing mandated outreach activities

**NOW THEREFORE BE IT RESOLVED,** that the Sonoma County Board of Supervisors approves the addition of an Elections Services Supervisor allocation in the Registrar of Voters division of the County Clerk-Recorder-Assessor Department and the allocation table for Clerk Recorder Assessor hereby be revised as follows:

Budget Index	Job Class	Class-Title	Existing Positions In-Class	Change-in Position Allocation	New-Total- Allocation For-Class	Duration/ End-Date	Salary Range
13030100	0267	Elections-Support-Supervisor	0	1	1	Ongoing	2809

**Supervisors:**

Gorin:

Zane:

Gore:

Hopkins:

Rabbitt:

Ayes:

Noes:

Absent:

Abstain:

**So Ordered.**