



Contra
Costa
County

To: Board of Supervisors
From: Deborah R. Cooper, Clerk-Recorder
Date: January 10, 2023

Subject: Add One Elections Services Supervisor Position and Cancel One Information Systems Technician I Position

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 26055 to add one (1) Elections Services Supervisor (ALHB, represented) position at salary plan and grade ZA5-1406 (\$5,724-\$6,957) and cancel one (1) vacant Information Systems Technician I (LTWB, represented) position (#12584) at salary plan and grade TB5-1408 (\$5,735-\$6,971) in the Clerk-Recorder-Elections Department.

FISCAL IMPACT:

This action would represent a cost savings for the department's operating budget, lowering payroll costs by approximately \$165.51 annually.

BACKGROUND:

The Clerk-Recorder-Elections Department has recently reorganized to combine all Information Technology (IT) staff under the Administration Division and distribute Elections Division's responsibilities across new work units. The Department has recognized that Elections-specific duties formerly performed by IT staff are now borne by the Election Division, with insufficient supervisory capacity to ensure continued operational efficiency and efficacy.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **01/10/2023** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Diane Burgis, District III Supervisor
Ken Carlson, District IV Supervisor
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: January 10, 2023

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

Contact: Tyler Stull,
925-335-7997

cc: Tyler Stull, Sylvia WongTam

The Clerk-Recorder's IT unit is primarily responsible for the Department's networks, desktops, printers, webpages, and connectivity/integration of these systems. It is also responsible for the Department's general cybersecurity, which has been a major focus under a robust system review and improvement plan. Department IT staff may assist with Elections-specific technologies as a matter of integration with other systems, but the logic and accuracy testing, and maintenance for the voting systems are tasks that require dedicated Elections staff to perform. These voting systems tasks are separate from networking and cybersecurity responsibilities and are overseen by an Elections Services Manager who is also responsible for the greatly expanded Vote by Mail Unit. The addition of an Elections Services Supervisor will support the voting systems and vote by mail functions and is made possible by the efficiencies gained from consolidating IT staff across the Department.

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, the Department will not have sufficient supervision of staff and operations. Insufficient oversight could lead to costly election errors.

ATTACHMENTS

P300 26055_Add 1 Elections Svcs Supv and Cxl 1 Info Sys Tech I in
Clerk-Recorder