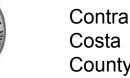
Board of Supervisors

From: Deborah R. Cooper, Clerk-Recorder

Date: January 10, 2023

To:



County

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.

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

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 supervisorial capacity to ensure continued operational efficiency and efficacy.

✓ APPROV	/E	OTHER
▼ RECOMMENDATION OF CNTY ADMINISTRATOR		
Action of Board On: 01/10/2023 APPROVED AS RECOMMENDED OTHER		
Clerks Notes:		
VOTE OF SUPERVISORS		
AYE: John Gio	ia, District I Supervisor	
	Candace Andersen, District II Supervisor	I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board
Diane Bu Supervise	or District III	of Supervisors on the date shown.
	son, District IV	ATTESTED: January 10, 2023 Monica Nino, County Administrator and Clerk of the Board of Supervisors
Federal I Superviso	D. Glover, District V or	By: June McHuen, Deputy
Contact: Tyl	er Stull	

cc: Tyler Stull, Sylvia WongTam

925-335-7997

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