



**Contra
Costa
County**

To: Board of Supervisors
From: Joseph E. Canciamilla, Clerk-Recorder
Date: July 21, 2015

Subject: Add one Election Services Manager position in the Election Division of the Clerk-Recorders Office

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21692 to add one (1) Election Services Manager (EBSA) (represented) position at salary plan and grade ZA5 1776 (\$6,459 - \$7,851) in the Clerk-Recorder-Elections Department, Elections Division.

FISCAL IMPACT:

100% General Fund; added costs are offset by savings from position vacancies.

BACKGROUND:

The classification of Election Services Manager (ESM) was established and a position added in 2006. Previous to its creation, no equivalent class existed. We have assessed the effectiveness of the job description and its role in the current organization and have identified several shortcomings, which the addition of a second position is intended to address. Learning from the experiences and history of the position, we are dividing the functional teams in the division into a “services” group and an “operations” group and are proposing to have an ESM over each group. The second ESM combined with the organizational change will resolve the issues of over-commitment of the current ESM position by reducing the span of control by half.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **07/21/2015** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I
Supervisor
Candace Andersen, District II
Supervisor
Mary N. Piepho, District III
Supervisor
Karen Mitchoff, District IV
Supervisor

ABSENT: 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: July 21, 2015

David Twa, County Administrator and Clerk of the Board of Supervisors

By: Chris Heck, Deputy

Contact: Scott Konopasek,
925-335-7808

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Elections Division will not be able to reorganize to more effectively plan and supervise election operations in the more dynamic environment.

ATTACHMENTS

P300 21692 Add Elections Services Manager to Clerk-Recorder
(Elections)