

SANTA BARBARA COUNTY BOARD AGENDA LETTER



Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Agenda Number:
Prepared on: 7/1/04
Department Name: Clerk, Recorder and Assessor
Department No.: 062
Agenda Date: 7/13/04
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors

FROM: Joseph E. Holland
County Clerk, Recorder and Assessor

STAFF CONTACT: Dana Bentley
568-2214

SUBJECT: Establish Classification

Recommendation(s):

That the Board of Supervisors:

Adopt the attached resolution effective July 5, 2004, as follows:

ESTABLISH CLASSIFICATION:

Management Specialist T (Class 5023), Range 6136 (\$5,176 - \$6,319 per month)

Alignment with Board Strategic Plan:

This recommendation is primarily aligned with Goal #1:

An efficient government able to anticipate and respond effectively to the needs of the community and a strong professionally managed county organization.

Executive Summary and Discussion:

Adoption of this recommendation will establish an appropriate salary range for a Management Specialist position in the County Clerk-Recorder-Assessor's office. Reporting to be given directly by County Clerk-Recorder-Assessor (CCRA) and the Assistant County Clerk-Recorder-Assessor (ACCRA), this Management Specialist T will provide professional-level administrative support for the CCRA regarding a variety of special projects involving the independent research, evaluation, analysis, selection and implementation of complex election related software systems and programs. The incumbent will also serve as the CCRA's liaison between the Elections Division and state and federal agencies responsible for election administration for the purpose of complying with and implementing mandated election programs. The position will be added in accordance with the Authority assigned to the County Administrator by Resolution #99-486. An Elections Assistant position will also be deleted.

It is anticipated that these projects assigned to the Management Specialist T will last for three (3) years but may end later than the anticipated time. The anticipated date of completion is pay period 17, 2007. If the projects have not been completed, the Clerk-Recorder-Assessor will ask the Board to extend the use of this position. Projects include:

1. Implementation of Touch-screen voting

- The CRA may implement new Direct Recording Electronic (DRE) Touch-Screen voting machines that provide for disabled persons to vote unassisted and independently as early as the November 2004 election. Federal legislation known as the Help America Vote Act (HAVA) passed in October 2002 requires among other things that DRE Touch-Screen voting machines allow disabled persons to vote unassisted, be deployed in every polling location for all elections beginning in January 2006. This position will oversee and complete the research and analysis necessary to identify an optimal DRE Touch-Screen voting system for Santa Barbara County. The voting system ultimately selected will need to comply with all HAVA requirements as well as satisfy all voting system directives issued by the California Secretary of State. Additionally this position will develop RFP's, coordinate implementation/phase-in of Touch-Screen voting machines, and conduct training for the Elections permanent staff and 1,200 poll workers on the new system. This is a \$2 Million to \$5 Million program (one time plus some on-going additional cost) that will require knowledge of the existing voting systems (currently two software packages/databases) and how a third will interface/integrate with them. This will also require a review of all polling places to ensure that we have the capability to add additional equipment, and power capability.

2. INTERFACE WITH THE SECRETARY OF STATE ON STATEWIDE PROJECTS:

HAVA mandates: Interface with the Office of the Secretary of State (SOS) on implementing the following statewide projects mandated by HAVA.

- The statewide voter registration database. The state has already begun the process of contacting the counties and requesting data. Once a vendor is selected by the state system interfaces with Santa Barbara County registration database will need to be implemented and tested. Once the statewide system is implemented polices, procedures and processes

must be developed to assure the timely processing and validation of voter registration records.

- Statewide standards for poll worker training. The state has already begun the process of contacting the counties and requesting data. Once the state has issued the directive on statewide training standards we must ensure that the county poll worker-training program meets the statewide standards as established by the SOS task force.

Secretary of State ongoing projects:

- Voting Machine Design Requirements. Including among other things, the development and implementation of a Voter Verified Paper Audit Trail for all new DRE Touch Screen voting machines.
- Voting systems security. Including among other things, the development and implementation of a Voter Verified Paper Audit Trail for all new DRE Touch Screen voting machines.
- Voting systems logic and accuracy testing and deposit of vote count program.
- Voting system statewide stress testing.
- State certification for automated transmission of election results.

3. VOTING SYSTEM SECURITY

- Implement security recommendations and develop written documentation, for the Secretary of State, on the security procedures that are used in the Elections Division to ensure the integrity of our voting system.

4. AUTOMATION OF THE FPPC FILING PROCESS:

- Research, collect data, and submit an RFP for implementing a computer software system designed to automate the filing process of the Fair Political Practices Commission (FPPC) mandated filing of campaign disclosure documents. The system will have an automated method of requesting, filing, tracking, maintaining and providing public access to campaign documents for candidates, officeholders and committees. The system will electronically store digitized images of the documents and automatically maintain a history of each filer. The software will also have the ability to automatically create notification and penalty letters for late filers. The program should allow self-service public access search and retrieval with the ability to order and pay for copies of the forms including the option to publish documents on the Elections Division web site.

5. COLLECTION AND ANALYSIS OF ELECTION STATISTICS:

- Develop and implement an ongoing review of election statistics. Historical election statistics exists in various formats from hard copies of statement of votes cast to the statistics that are stored in our Elections Information Management System (EIMS). There is historical information on voter registration, voter turnout, absentee voting, provisional voting and challenged ballots. This information needs to be collected, compiled, maintained in a manner that provides easy access for retrieval and analysis by the Elections staff and the public. This

information would be extremely valuable in providing for more accurate projections and determining impacts on election processes and staffing. This is a one-time project for initially collecting and compiling all the past data and then an ongoing project to maintain the statistics.

6. REAL-TIME VOTER REGISTRATION PROCESSING:

- Interface with the EIMS vendor to plan, organize and implement real-time voter registration processing. This includes working with the vendor to convert the voter registration database to real-time. Develop new procedures, processes, and documentation. Once completed train all staff on process.

7. OTHER PROJECTS DUE TO HAVA:

- Provisional ballot voters: Develop and implement an automated process for voters to obtain provisional ballot information on the Elections website and over the interactive voice response system.

8. ELECTIONS WEB SITE:

- Create and implement an interactive database on the elections web site that will expand our customer service. Some examples are the ability to file FPPC forms electronically, submit absentee ballot requests and allow our customers to make requests for election data via the internet.

Mandates and Service Levels:

This project will help ensure that we not only meet the HAVA requirements, but any actions that need to be taken based on the lawsuit. Existing service levels will also be enhanced. The duties of the Elections Assistant, which has been vacant for over a year, has been absorbed by existing staff.

Fiscal and Facilities Impacts:

The addition of this classification (as well as the deletion of an Elections Assistant) has been done on the Request and County Administrator Approval of Departmental Position Allocation Changes form. The annual salary difference between the Management Specialist T and Elections Assistant (at E Step) is \$39,083. The difference in salary will be made up by the decrease in overtime hours, a reduction in extra help staff who have been working on similar projects and, if needed, by Proposition 41, Voting Modernization Bond Act of 2002.

Special Instructions:

Please send one approved copy of the resolution to Human Resources, attention Sandra Viola and one to the Clerk-Recorder-Assessor, attention Dana Bentley.

Concurrence: Human Resources, County Administrator

RESOLUTION OF THE BOARD OF SUPERVISORS
OF THE COUNTY OF SANTA BARBARA, STATE OF CALIFORNIA

IN THE MATTER OF AMENDING RESOLUTION)
NO. 04-____, AS AMENDED, BEING THE SALARY)
RESOLUTION OF THE COUNTY OF SANTA BARBARA)

RESOLUTION NO. _____

WHEREAS, Salary Resolution No. 04-____ established a Classification Plan, and authorized Departmental Position Allocation effective July 7, 2003; and,

WHEREAS, this Board of Supervisors finds that there is good cause for amending said Resolution No. 04-____, as amended, in the manner provided in this Resolution;

NOW, THEREFORE, IT IS HEREBY RESOLVED, as follows:

1. Resolution No. 04-____, adopted by this Board on July 6, 2004, is hereby amended by amending that (those) portion(s) of Section(s) 2, to read as follows effective July 5, 2004:

SECTION 2. Job Classification Table

<u>JOB CLASS</u>	<u>TITLE</u>	<u>SALARY RANGE</u>	<u>LIMIT</u>	<u>RATE MIN/MAX</u>	<u>OT ELIGIBLE</u>
<u>Establish:</u> 005023	MANAGEMENT SPECIALIST T	6136	A-E	\$29.759-\$36.329	NO

2. Except as amended by this Resolution, Resolution No. 04-____ as amended, continues unchanged as in full force and effect.

PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Barbara, State of California, this _____ day of _____, 2004, by the following vote:

AYES:

NOES:

ABSENT:

Chair, Board of Supervisors

ATTEST:
MICHAEL F. BROWN
CLERK OF THE BOARD

APPROVED AS TO FORM:
STEPHEN SHANE STARK
COUNTY COUNSEL
NOVEMBER 1993
7/13/04

By: _____ (SEAL)
Deputy Clerk