

February 14, 2006

Board of Supervisors
County of Marin
3501 Civic Center Drive
San Rafael, CA 94903

SUBJECT: Establish Registrar of Voters and Assistant Registrar of Voters Positions

Dear Members of the Board:

RECOMMENDATION: It is recommended by the Human Resources Department at the request of the Treasurer/Tax Collector that your Board approve the following effective February 12, 2006:

1.
 - Establish new classification of Registrar of Voters (#0138) in bargaining unit/fringe group 21-01 at 80 hours per pay period.
 - Add 1 FTE, Registrar of Voters #0138, to budget center 151.
 - Adopt the attached class specification for Registrar of Voters.
 - Adopt the proposed salary range:

Base Salary	Step 1	Step 2	Step 3	Step 4	Step 5
Hourly Rate:	\$ 0.00	\$ 0.00	\$53.03	\$55.82	\$58.75
Bi-Weekly Salary:	\$ 0	\$ 0	\$4242	\$4465	\$4700
Monthly	\$ 0	\$ 0	\$9,192	\$9,675	\$10,184
Annual Salary:	\$ 0	\$ 0	\$110,286	\$116,090	\$122, 200

2.
 - Establish new classification of Assistant Registrar of Voters (#0133) in bargaining unit/fringe group 21-01 at 80 hours per pay period.
 - Add 1 FTE Assistant Registrar of Voters, to budget center 151.
 - Delete classification #0131 Assistant Registrar of Voters/County Clerk.
 - Adopt the attached class specification for class Assistant Registrar of Voters.
 - Adopt the proposed salary range:

Base Salary	Step 1	Step 2	Step 3	Step 4	Step 5
Hourly Rate:	\$37.48	\$ 39.45	\$41.52	\$43.70	\$46.00
Bi-Weekly Salary:	\$2998	\$ 3,156	\$3,322	\$3,496	\$3,680
Monthly Salary:	\$6,497	\$6,838	\$7,197	\$7575	\$7974
Annual Salary:	\$77, 934	\$82, 035	\$86,352	\$90,896	\$95,680

3.
 - Reallocate position number 01365 in budget center 151 from Assistant County Clerk/Registrar of Voters (#0131) to Assistant Registrar of Voters (#0133).
 - Reclassify the incumbent employee.
4. Adopt the amended class specification of Assistant Tax Collector-Public-Administrator and change the title to Assistant Treasurer-Tax Collector-Public Administrator-County Clerk (#0109).

SUMMARY: At the request of the Treasurer/Tax Collector, a study was conducted of the Treasurer/Tax Collector Department with the intent of establishing a new Registrar of Voters position, which when filled and following acceptable performance, would allow the Board of Supervisors to consider a separate department head position for the Registrar's Office.

Effective January 1, 1999 the Board of Supervisors, under the authority of Government Code 24304, consolidated the Treasurer-Tax Collector's Office with the County Clerk's Office. The consolidation was prompted by the retirement of the County Clerk-Superior Court Clerk. The County Clerk in a general law County such as Marin serves as the ex-officio Registrar of Voters unless otherwise provided by law. With the merger, the Treasurer-Tax Collector has been performing as the Registrar of Voters in addition to being the Treasurer-Tax Collector-Public Administrator-County Clerk. With the growing complexity of elections and the increased workload in the Treasurer's duties including the administration of the county's deferred compensation "457" plan and serving as a trustee on the county's pension board, it is recommended that your board approve the establishment of a new classification and position of Registrar of Voters.

After a thorough analysis and research of other county registrars of voters, it is recommended at this time that two divisions be established: Elections and Treasurer-Tax Collector-Public Administrator-County Clerk. The Elections Division will be managed by the new Registrar of Voters and the Treasurer-Tax Collector-Public Administrator-County Clerk Division will be managed by the Assistant Treasurer-Tax Collector-Public Administrator-County Clerk. Both positions will be under the general direction of the elected Treasurer-Tax Collector-Public Administrator-County Clerk.

The Registrar of Voters will be responsible for the operation, administration and direction of the Elections Division, with primary responsibility for managing all elections for the County of Marin. As part of the reorganization staff is also recommending establishing an Assistant Registrar of Voters and the abolishment of the Assistant Registrar of Voters/County Clerk. The Assistant Registrar of Voters will be the chief assistant to the Registrar of Voters and responsible for assisting in the administration and operation of the Elections Division.

Finally, to complete the reorganization, staff is recommending that the title and classification for Assistant Treasurer/Tax Collector be amended to reflect the proposed and current duties of this position.

FISCAL IMPACT: The full cost including benefits for the Registrar of Voters position is \$162,259 annually and \$56,166 including benefits for the remainder of the fiscal year. This cost was calculated using April 2006 as the projected date of actual employment of a new Registrar of Voters.

The cost for the remainder of this fiscal year for modifying the salary and reclassifying the incumbent to Assistant Registrar of Voters is \$2,256. The annual cost for the reclassification is \$6,518.

The department will work with the County Administrator to reflect the needed appropriation adjustments in the current year A&E and the FY 2006-2007 budget process.

REVIEWED BY:	<input type="checkbox"/>	Auditor Controller	<input type="checkbox"/>	N/A
	<input type="checkbox"/>	County Counsel	<input type="checkbox"/>	N/A
	<input checked="" type="checkbox"/>	Human Resources	<input type="checkbox"/>	N/A

Respectfully submitted,

Laura Armor
Director of Human Resources

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