



## BOARD OF COMMISSIONERS

### AGENDA REQUEST & STAFF REPORT

**MEETING DATE:** January 24, 2022

**SUBJECT:** Consideration of temporary double-fill Admin Support Technician FTE in preparation for retirement and to fulfill a succession planning opportunity within the Clerk's Office.

**RECOMMENDED MOTION:**

*Consideration of upcoming Resolution temporary double-fill Admin Support Technician 1.0 FTE.*

**BACKGROUND AND POLICY IMPLICATIONS:**

The new hire would be an early replacement for a long-time employee (19+ years). Melodie Kirk will be retiring at the end of August 2022.

The double-fill duration is expected to be approximately four months and will expire when Melodie retires. The new hire will receive critical training opportunities if recruited immediately, with the most valuable training occurring during the May primary election cycle.

Learning the intricacies of our processes takes some time. Each election cycle provides critical training opportunities that cannot be replicated during non-election time. After the May election, late June, the new employee will benefit from learning the processes that occur outside of an election cycle.

The Secretary of State's (SOS) office is working with a vendor to replace its current voter registration system. This system is the backbone of each county's election operations. SOS and vendor training will occur in early 2022 and continue until the system goes live in February 2023. Having the new employee onsite during this transition will allow them to learn the current software and the processes and procedures we have in place before the transition. They will also benefit from attending the State-sponsored training firsthand.

The elevated level of work presents an opportunity to hire an employee to learn election best practices from current, experienced employees. As identified in previous budgets, succession planning is a high priority as senior staff prepares for their retirement. Creating this double-fill position captures the experience and knowledge of senior staff while preserving the continuity of business services and workload.

**BUDGET IMPACTS:**

This temporary double-fill position will cost approximately \$26,000 in salary and benefits for FY2022, funded by expected payroll savings in the Clerk's office.

This temporary position will be eliminated in August 2022 when Melodie Kirk retires, and the department will not see any increase in expected payroll costs.

**ATTENDANCE:**

*Steve Dennison, County Clerk*

*Michael Lui, Clerk/Elections Supervisor*