



BOARD OF COMMISSIONERS

AGENDA REQUEST & STAFF REPORT

MEETING DATE: January 24, 2022

SUBJECT: Consideration of an additional Elections Admin Support Technician 1.0 FTE in order to meet increased demand within the Clerk's Office.

RECOMMENDED MOTION:

Consideration of upcoming Resolution adding Admin Support Technician 1.0 FTE.

BACKGROUND AND POLICY IMPLICATIONS:

This new Administrative Support Technician position would primarily support Elections. It would add critical continuity that does not currently exist with our Elections team.

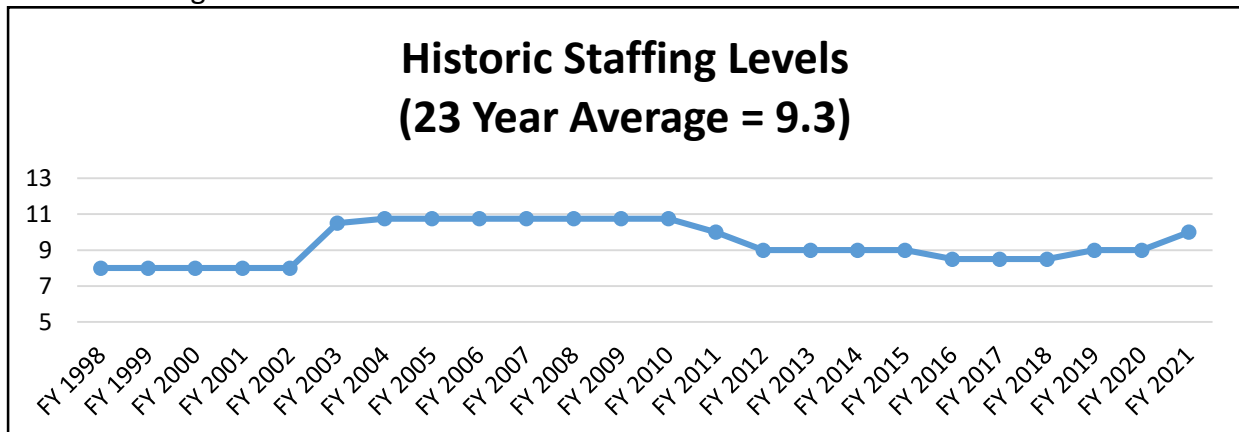
If recruited immediately, the new hire will receive approximately four months of training before a long-time employee (of 19+ years) retires. The most valuable training will occur during the May primary election cycle.

Learning the intricacies of our processes takes some time. Each election cycle provides critical training opportunities that cannot be replicated during non-election time.

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.

Clerk's Office Staffing Levels

Historic staffing levels have remained consistent and stable for over two decades.



Elections

The Clerk's Office has experienced a 50% increase in voter registration in the last six years. Fifty thousand additional voters translate to added work keeping the voter rolls up to date. Over the past five years, Deschutes County Clerk's Office – Elections have managed more registered voters with fewer full-time employees than other comparably sized Counties throughout the state.

While this displays a great deal of efficiency in the operations of elections within our office, it also represents a great deal of risk as there is not much back-up or contingency with regular staff. The table below shows the number of registered voters per FTE in Deschutes County and comparable Oregon counties.

County	FY 2016/17 Reg Voters/FTE	FY 2017/18 Reg Voters/FTE	FY 2018/19 Reg Voters/FTE	FY 2019/20 Reg Voters/FTE	FY 2020/21 Reg Voters/FTE
Deschutes	63,137	66,031	69,002	71,645	75,530
Clackamas	54,815	56,796	58,360	59,753	61,266
Jackson	48,103	59,642	63,635	64,879	69,173
Lane	49,433	50,234	43,224	43,779	36,039
Marion	37,606	39,386	40,525	41,781	43,098

Our voter registration numbers translate to a higher volume of work for our regular election staff. We expect the current volume of work to continue to grow.

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. Adding this position captures the experience and knowledge of senior staff while preserving the continuity of business services and workload.

BUDGET IMPACTS:

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

The additional salary and benefits for an added position in FY2023 are expected to be approximately \$80,000.

ATTENDANCE:

Steve Dennison, County Clerk

Michael Lui, Clerk/Elections Supervisor