



Deputy Registrar of Voters

\$82,482 - \$100,257

(Approximate Annual Salary)

CalPERS 2.7%@55 Retirement

Up to 10% Longevity



FINAL FILING DATE

Open Until Filled

Recruitment #

11-167080-01

Application review scheduled to
begin August 30, 2011
(subject to close anytime)

Department of Human Resources
675 Texas St, Suite 1800
Fairfield, CA 94533

www.solanocounty.com

For information contact:
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SOLANO COUNTY MISSION

*“To serve the people and to provide a safe and healthy place to live, learn,
work and play”*

CORE VALUES

INTEGRITY

Be ethical and fair

DIGNITY

Treat all persons with respect

EXCELLENCE

Provide quality, integrated, sustainable and innovative public services

ACCOUNTABILITY

Take ownership, be fiscally responsible and results driven

LEADERSHIP

Be personally responsible and a positive example for others

THE COUNTY

Solano County is a special place, with its inviting mix of rural and suburban lifestyles and easy access to all of the urban amenities associated with two of the nation's most dynamic metropolitan regions.

Solano County is a growing community that reaps the benefits of its ideal location for those who live and work here. The blend of agriculture, corporate business and pleasant lifestyle enhance the attraction of Solano County. The County limits residential and commercial development outside of cities, thus preserving almost 80% of the land for open space or agricultural uses. Blessed with a thriving agricultural economy, the County is also home to biotechnology and other growth industries.

With its strategic location, affordable housing, natural and human resources, history of responsible land use planning, and attractive quality of life, Solano County is entering the 21st Century with a promising future as a place to live, learn, work and play.

THE DEPARTMENT

The Solano County Registrar of Voters Office is part of the Department of Information Technology. The mission of the Registrar of Voters Office is to ensure federal, state and local elections are conducted timely, responsibly, and with the highest level of professional election standards, accountability, security and integrity, intended to earn and maintain public confidence in the electoral process.

Departmental Functions

- ◆ Conduct fair and impartial federal, state, local and school elections
- ◆ Register voters and maintain registration records
- ◆ Develop instructional materials and administer candidate nominations
- ◆ Ensure the timely filing of campaign disclosure statements
- ◆ Act as Filing Officer for statements of economic interest
- ◆ Procure polling places
- ◆ Develop curriculum and train hundreds of poll workers
- ◆ Provide outreach services for voter registration
- ◆ File and verify state and local initiative, referendum and recall petitions
- ◆ Provide voter registration and election information to candidates and campaigns
- ◆ Maintain precinct and district maps
- ◆ Canvass and certify the result of all elections

THE POSITION

The Deputy Registrar of Voters assists with managing the operations of the County's Registrar of Voters (ROV) Office in the Department of Information Technology, through the supervision of subordinate supervisory, professional, technical and support staff. The Deputy Registrar of Voters helps administer all elections in the County, is a member of the Department's management team, and participates in the development and implementation of the Divisions policies, procedures and initiatives.

Deputy Registrar of Voters

THE IDEAL CANDIDATE

The ideal candidate has hands on Elections experience at the County level.

Must have knowledge of:

- ◆ Elections processes and procedures including record-keeping systems and voting equipment operations
- ◆ The state elections, (California preferred) government and education codes, and applicable laws, rules, procedures, court cases, regulations and ordinances that affect the preparation and conduct of elections and the registration of voters
- ◆ Automated information processing, database information systems as applied to the election process, elections management systems, balloting systems, reporting systems, and other related automation systems
- ◆ General principles and practices of public management and administration
- ◆ Principles and practices of public sector personnel management and supervision
- ◆ Budget development and administration principles and practices, accounting procedures, costing methodologies, fee determination, and cost reimbursement strategies

Skills in:

- ◆ Oversight and evaluation of individual employees and work units
- ◆ Directing work consistent with goals and priorities
- ◆ Using a computer and related software applications, that are routinely used in an election process
- ◆ Response to critical and sensitive issues and events
- ◆ Managing multiple priorities simultaneously
- ◆ Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and implanting recommendations in support of goals
- ◆ Analyzing, interpreting and understanding technical and statistical information
- ◆ Communicating effectively, both orally and in writing to a wide variety of audiences and making public presentations

For more information on the position, please go to our website: www.jobsatsolanocounty.com

QUALIFICATION GUIDELINES

Education:

A Bachelor's Degree in Public Administration, Political Science or a closely related field

AND

Experience:

Five (5) years of technical elections experience, including one year in a supervisory capacity

OR

Five (5) years of professional analytical or administrative experience, including at least one year preparing for and administering elections as well as at least one year in an Elections supervisory capacity.

BENEFITS

- ◆ **Longevity Plan:** 2.5% increase after completion of 10, 15, 20, 25, 30 and 35 years of continuous full-time service. Eligible employees may use their previous CA City and/or County experience towards longevity with the County
- ◆ **Retirement:** Public Employees' Retirement System (CalPERS) 2.7%@55
- ◆ The County provides Public Agency Retirement System (PARS) Enhancement Plan upon meeting eligibility requirements — Increases prior PERS service to a 2.7%@55 benefit formula.

- ◆ **Insurance Coverage:** Choice of CalPERS health plans with the County making substantial contributions for employees and their dependents
- ◆ Dental and Vision insurance for employees and their eligible dependents
- ◆ County Paid Life Insurance— 1.5 times basic yearly earnings (max of \$350,000)
- ◆ Voluntary Employee Paid Supplemental Life Insurance
- ◆ County Paid Long-term Disability Plan

- ◆ **Holidays and Vacations:** 12 holidays/year and 20 days of vacation/year
- ◆ **Administrative Leave:** 80 hours per fiscal year
- ◆ **Sick Leave:** Earn 12 days/year
- ◆ 457 Deferred Compensation Program
- ◆ Retirement Health Savings Account
- ◆ Flexible Spending Account
- ◆ Tuition Reimbursement Program

Application and Selection Process

FINAL FILING DATE

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Recruitment

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Each applicant must submit the following:

1. An online or paper application
2. A copy of college degree or college transcripts

Interested candidates are required to submit an electronic or a hard-copy application. To apply or locate additional information regarding Solano County, visit our website at www.jobsatsolanocounty.com. Application should provide a detailed employment history that includes month and year of entry and departure for all positions with relevant job experience. Copies of your degree or college transcripts must be received in the Solano County Department of Human Resources. The hours of operation are M-F, 8 am- 5 pm. EOE/AA

SELECTION PROCESS

Based on the information provided in the application documents, the most qualified applicants will be invited to continue. At that time, the County may request additional documentation to evaluate qualifications prior to extending an invitation to interview for the position. All applicants meeting the minimum qualifications are **not** guaranteed advancement through any subsequent phase of the examination. Depending upon the number of applications received, the selection process may consist of an application screening, written and/or practical exam, oral interview or any combination. Candidates will need to successfully pass a background check prior to employment. Information contained herein does not constitute either an expressed or implied contract. These provisions are subject to change.

DIRECT INQUIRIES TO

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