



CHIEF DEPUTY REGISTRAR of VOTERS

Riverside County, CA



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County of Riverside, CA
\$32.00-\$44.00 Hourly
\$5,597.00-\$7,688.00 Monthly
\$67,165.00 - \$92,250.00 Annually

County of Riverside
REGISTRAR OF VOTERS

VOTE

THE COUNTY

Whether it is a stroll through the quaint boutiques of historic downtown Riverside, an afternoon in Temecula's wine country, or a round of golf on a world-class course in Palm Springs, Riverside County has something for everyone. The weather is wonderful, with rainy days few and far between. All in all, Riverside County is a great place to live and work.

With more than two million residents, Riverside is the sixteenth largest county in the U.S. and the fourth most populous County in California. The ethnic breakdown of the Inland Empire (of which Riverside County is a part) is 43% Caucasian, 42% Hispanic, 7% African

American, 5% Asian and 3% other. The County spans 7,303 square miles, sharing its borders with Imperial, Orange, San Diego and San Bernardino counties. There are 28 cities within the County.

Combined with a reasonable cost of living, Riverside's multi-faceted environment of rolling hills, lakes and rivers, deserts and forests has made it one of the nation's fastest growing counties for more than a decade. Riverside County is also centrally located with nearby access to magnificent mountain ranges and warm sunny beaches.

Riverside County is home to the historic Mission Inn. Theme parks, many cultural events, and tourist attractions are located within a short drive, making Riverside

County an excellent alternative to the more costly and congested neighboring counties.

The County's housing market continues to be among the most affordable in Southern California. In November 2011, the median price of a home sold in Riverside County was \$235,198.

Higher education facilities abound throughout the area (e.g., the University of California, Riverside; California State University, San Bernardino; University of Redlands; Loma Linda University; La Sierra University; California Baptist University; and Riverside Community College), providing continuing educational opportunities for professional development.

THE POSITION

The Registrar of Voters is responsible for conducting fair and impartial elections within Riverside County, including primary, general, special district, school district and municipal elections through contracts with the county's 28 cities.

The Chief Deputy Registrar of Voters should have proven experience in planning, organizing, and directing the conduct of all Primary, General and Special elections; as well as, implement policy as it is determined by the Registrar of Voters; and may act as the Registrar of Voters in her absence. The ideal candidate will have elections experience including oversight of information technology related activities and experience in ware-

house operations. Additionally, candidates should have the ability to ensure that all State and Federal election laws and regulations are adhered to for every election held in Riverside County.

The Chief Deputy Registrar of Voters reports to the Assistant Registrar of Voters and provides management assistance and direction in the administration, supervision, and certification of all elections conducted by the County Registrar of Voters Department. This position has primary responsibility for overall direction, through subordinate supervisors, of elections activities and elections services.

RECRUITMENT GUIDELINES

Experience

Three years full-time managerial, administrative or supervisory experience in a governmental agency in administering a voter registration or elections program or supervising a staff engaged in voter registration and election activities, at the Municipal, County level or above.

Education

Graduation from an accredited college or university with a Bachelor's degree in

Public or Business Administration or a closely related field.

Knowledge, Skills and Abilities

Possess working knowledge of the functions and procedures of a public elections office, Federal and State laws and regulations governing elections within the State of California. Ability to plan, organize and direct the work of others engaged in a wide variety of specialized election activities; supervise elections operations in peak work periods, and during canvass, train

personnel; explain, and apply the election laws, regulations, policies, and procedures applicable to the functions of the Registrar of Voters; classify and interpret statistical and related election information; communicate clearly and concisely in oral and written form; chair meetings, prepare agendas and make presentations to a variety of boards, commissions, councils, and committees.



THE COUNTY GOVERNMENT

Guided by a strategic vision created to provide and enhance needed services over the next two decades, the County is progressive and proactive. Technology and innovative business practices are utilized to keep on the cutting edge. Riverside County government recognizes the value of a qualified and diverse workforce, making it a priority to build an organization that reflects the progressive community it serves.

The County's core business includes law enforcement, prosecution, probation, parks, community development, public works, public health, public social services, the County hospital,

fire, housing, employment and administrative services. Riverside County has approximately 18,000 employees across more than 50 departments and agencies.

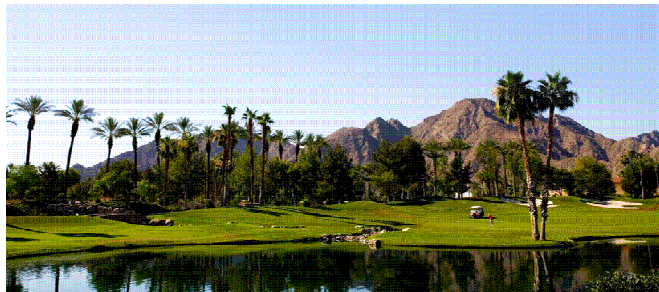
The 2011/2012 budget established approximately \$4.8 billion in appropriations for the County. The County's leadership consists of the five members of the Board of Supervisors who serve as both the legislative and executive branches of the County government. They are elected by district, on a non-partisan basis, to four-year staggered terms. The Board appointed

CEO oversees the day-to-day activities of the County's agencies and departments.

The County of Riverside offers its employees competitive salaries, and comprehensive benefits including one of the very best defined benefit pension plans anywhere. The County offers a work environment that is stimulating, challenging and rewarding. You will be surrounded by people who are passionate about what they do and who are committed to providing the residents and employees of Riverside County excellence in public service.

REGISTRAR of VOTERS MISSION STATEMENT

Ensure the electoral process will be conducted professionally, consistently demonstrating neutrality and non-partisan decision-making, based upon a thorough knowledge of and compliance with all election laws by administering them timely, responsively and with integrity on behalf of those we serve.



One of the many beautiful golf courses in the County of Riverside.

COMPENSATION and BENEFITS

Salary: \$32.29-\$44.35 hourly; \$5,597.05-\$7,687.51 monthly; \$67,164.66-\$92,250.08 annually.

Medical/Dental Insurance - A flex benefit is provided in the amount of \$751.28 monthly. Vision coverage is provided through Vision Service Plan at no cost to employee or eligible dependents.

Post Retirement Medical Contribution - \$256 per month is available for retirees' health insurance through the County.

Retirement - Public Employees' Retirement System (PERS) after five years of service. Benefit at age 60 is 3% of the highest 12-month period of earnings times years of service. The employee's contribution is 8% of their salary.

Deferred Compensation - Voluntary employee deferred compensation plans, choice of two 457 plans available.

Supplemental Retirement - County contribution of \$50 per pay period towards a choice of two 401(a) plans.

Annual Leave - Bi-weekly: 1<3 years = 8.92 hours; 3<10 years = 10.46 hours; 10 or more years = 12 hours. Maximum accumulation is no more than 2,400 hours. Employee may receive pay in lieu of up to 80 hours per calendar year (160 hours upon approval of the agency/department head) per calendar year of Annual Leave.

Life Insurance - \$50,000 term life insurance paid by the County of Riverside. Additional Supplemental Life plan is available for purchase.

Holidays - Normally 12 paid holidays per year (any employee regularly scheduled to work on a paid holiday will be paid his/her regular rate for time worked and is entitled to 8 hours of holiday pay or compensatory time off).

Bereavement Leave - 5 days (3 paid, 2 from leave balance).

Long Term Disability (LTD) - Benefit pays 66.67% of earnings to a maximum of \$10,000 per month; 30 day waiting period; pays to age 65. Benefit can be coordinated with other available leave balances providing 100% of pay.



THE COUNTY of RIVERSIDE is an EQUAL OPPORTUNITY EMPLOYER

DISABILITY ACCOMMODATIONS

It is the policy of the County of Riverside to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

Women, ethnic and racial minorities and persons with disabilities are encouraged to apply. Applicants will be considered without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, or any other non-job-related factor.

Pursuant to the Americans with Disabilities Act of 1990, the ADA Amendments Act, and the Fair Employment & Housing Act, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the Disability Access Office at (951) 955-5663.

Hearing impaired applicants with telephone teletype equipment may leave messages by calling (951) 955-8688. The County will attempt to meet reasonable accommodation requests whenever possible.

APPLICATION PROCEDURE

This recruitment will remain open until filled. Interested candidates should submit a cover letter and current detailed resume clearly describing experience and education via email in MS Word format to Celine Wilson at: CMWilson@rc-hr.com.

For additional information about the County of Riverside or the County of Riverside's Human Resources Department please visit:

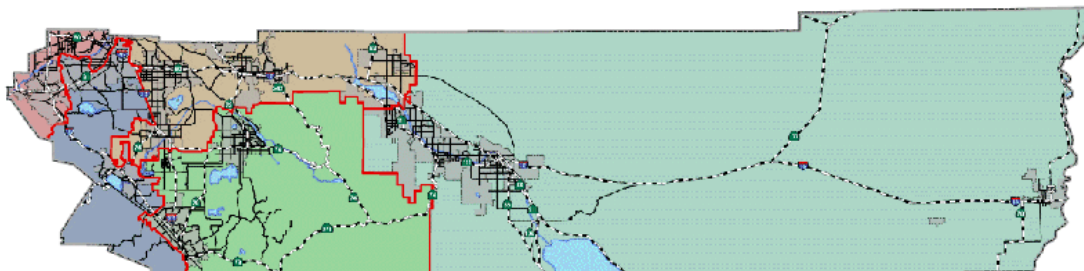
www.countyofriverside.us

or

www.rc-hr.com

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug / alcohol test, and a criminal background investigation, which involves fingerprinting. A felony or misdemeanor conviction may disqualify an applicant from County employment.

As an Approved Local Merit System, all County of Riverside employees, except those serving "At Will," are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, County Resolution, or Salary Ordinance. Temporary and Per Diem employees serve at the pleasure of the agency/department head.



The County of Riverside was formed in 1893 from a small portion of San Bernardino County and a larger portion of San Diego County. Riverside County is the fourth largest county in the state, stretching nearly 200 miles across and comprising over 7,200 square miles of fertile river valleys, low deserts, mountains, foothills and rolling plains. We share borders with densely populated Los Angeles, Imperial, Orange, San Diego, and San Bernardino Counties...extending from within 14 miles of the Pacific Ocean to the Colorado River.

Join the Conversation



Contact Information

Recruiter: Celine Wilson

Phone: (951) 955-9428

E-mail: CMWilson@RC-HR.com

