



COUNTY OF SONOMA (CA)
INVITES APPLICATIONS FOR THE POSITION OF:

Chief Deputy Registrar of Voters

An Equal Opportunity Employer

SALARY

\$54.41 - \$66.14 Hourly \$4,367.70 - \$5,309.31 Biweekly \$9,463.35 - \$11,503.51
Monthly \$113,560.20 - \$138,042.12 Annually

OPENING DATE: 09/14/17

CLOSING DATE: 10/05/17

THE POSITION

Sonoma County's Clerk-Recorder-Assessor-Registrar of Voter's Office seeks an Experienced, Collaborative Leader to be the next Chief Deputy Registrar of Voters

Starting Salary up to \$11,503/Mo. (\$138,042/Yr.) + a Cash Allowance of approximately \$600/Mo.*

(Salary is negotiable commensurate with experience, salary history, and requirements.)



What Makes Sonoma County a Great Choice

In addition to generous starting pay, expansive opportunities for growth and development, being part of a challenging and rewarding work environment that offers continuous training and education, and the satisfaction of knowing that you are working to better the communities of our region, you can look forward to some excellent benefits*, including:

- An annual Staff Development/Wellness Benefit allowance up to \$1,500
- Competitive vacation accruals, 11 holidays per year, and accommodating sick leave accruals
- County paid premium contribution to several health plan options
- County contribution to a Health Reimbursement Arrangement to help fund post-retirement employee health insurance/benefits

- Retirement is fully integrated with Social Security. With the recent pension reform, new employees as defined and eligible will receive a 2.5% at 67 formula, or for those individuals who meet certain criteria, including establishing reciprocity eligibility pursuant to PEPRA, will receive 3% at 60

*Benefits described herein do not represent a contract and may be changed without notice.

When you join the County of Sonoma, you'll also have the freedom to explore the beauty of our county; with its picturesque coastline, majestic redwoods, historic towns, fine dining, award winning wineries, and a wide variety of entertainment and cultural activities. Please visit www.sonomacountyconnections.org and www.santarosachamber.com for additional information about the community.



The Chief Deputy Registrar of Voters

The Chief Deputy Registrar of Voters plans, directs, manages, coordinates, and supervises the operations of the Registrar of Voters, a division of the Clerk-Recorder-Assessor Office. It is the Chief Deputy Registrar of Voters' responsibility to represent the Division before official bodies; to control and direct budget preparation, personnel matters, and the management and technical functions of the Division; to respond to media and voter questions and concerns; to administer voter outreach and education programs; and to act in the absence of the Registrar of Voters as needed. The Chief Deputy Registrar of Voters stays abreast of proposed state and federal legislation, anticipates policy trends, and identifies strategies and develops plans to integrate new laws and regulations into existing procedures. Policy direction is provided by the elected Clerk-Recorder-Assessor/Registrar of Voters, with significant discretion left to the Chief Deputy Registrar of Voters to interpret and apply that direction.

The Chief Deputy Registrar of Voters oversees a team of 14 positions including administrative support and management staff. This individual works closely with staff to manage budget and human resource needs, chairs the Voter Accessibility Advisory Committee, and maintains strong collaborative relationships with partner agencies and vendors. During election preparation, the office hires up to 50 extra-help office staff to assist with workload, and coordinates training and placement for up to 1,000 volunteers to work in polling places. The Chief Deputy Registrar of Voters actively participates with staff to complete key elections tasks such as selecting polling places, designing/publishing voter materials and mailings, conducting official canvass audits, and overseeing regular evaluations of elections operations in order to identify, prioritize, and implement improvements as part of an annual program improvement plan. When potential or unexpected problems arise, the Chief Deputy Registrar of Voters ensures problem-solving and troubleshooting efforts produce solutions that are feasible, efficient, and compliant with current

law. In addition, the Chief Deputy Registrar of Voters is the primary contact for local municipal, school, and special districts as well as voters and candidates seeking information on election law and procedure.

NOTE: Registrar of Voters Office staff are required to work a considerable amount of mandatory overtime during peak workload election periods. Consequently, the incumbent's presence is required to provide direct and continuous oversight of operations during mandatory overtime periods.

The Ideal Candidate

The Chief Deputy Registrar of Voters will be a collaborative leader who can develop and maintain positive relationships with a wide range of stakeholders, agencies, and vendors. Stakeholders also include voters, news media, boards and commissions, state and federal legislative bodies, the Elections Legislative committee, and the Secretary of State. This individual will have the adaptability to shift from micro-level oversight, training and direct supervision of staff activity, to macro-level oversight that involves anticipating and developing policy that assures compliance with state and federal regulations and laws in order to effectively maintain confidentiality of information and protect the integrity of the elections process. The most successful candidate will also possess:

- Thorough knowledge of California Elections
- Substantial experience evaluating and/or establishing policies and procedures to ensure efficiency of operations and compliance with current law
- Strategic planning skills to lead through significant change and promote a culture of inclusion, learning, and excellence
- Extensive experience leading and motivating successful teams in a public sector environment
- An in-depth understanding of County governmental operations, policies, and procedures
- Strong ethics and a high level of integrity

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

MINIMUM QUALIFICATIONS

Education and Experience: Any combination of education, training and experience which would likely provide the required knowledge and abilities. Normally, this would include academic coursework in law, business or public administration, legal documents, office management, supervision, research and analysis, organizational theory, conflict resolution, problem solving, personnel management and communications, or other related training and four years of experience in preparing and conducting a variety of elections and managing voter registration rolls, and/or office management including two years in a supervisory capacity. A Bachelor's Degree in Business or Public Administration, or a related field is preferred.

License: Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California to perform the essential job functions of the position may be required for some positions in this classification.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of: the California statutes pertaining to the functions of the County Registrar of Voters; the legal responsibilities, functions, and procedures of the County Registrar of Voters Division, including applicable laws, rules, procedures, court cases, regulations, and ordinances that affect the preparation and conduct of elections and the Registration of Voters.

Considerable knowledge of: the modern principles, practices, and methods of effective office management and supervision; legal responsibilities, functions, and procedures of a Registrar of Voters; applicable provisions of the California Elections, Government and Education Codes, and related laws and ordinances which apply to the Registrar of Voters Division.

Working knowledge of: the principles and practices related to effective public budget administration, program management, and public human resources; principles and practices related to data processing methods and procedures that relate to the elections process, including proficiency with software applications; English grammar, vocabulary, spelling, punctuation, and composition; and basic arithmetic.

Ability to: independently initiate, plan, organize, and effectively carry out assignments and resolve issues related to personnel, budget, and general management matters; operate within budgetary limits, meet fixed or fluctuating deadlines, and achieve work objectives; plan, organize, direct, and supervise the work of supervisory, technical, and office support employees including the development of corrective action plans; understand, interpret and apply a wide variety of rules, regulations, and ordinances, federal, state, and local legislation related to functions of the Registrar of Voters; direct the maintenance of legal records and documents; maintain confidentiality of information; prepare written reports, summaries, manuals, statistical reports, and correspondence in a clear and concise manner and make arithmetic computations rapidly and accurately; speak effectively before groups, organizations, and the news media while representing the County Registrar of Voters Division; operate electronic information systems equipment and analyze and interpret electronic information systems data; develop and maintain harmonious relationships with the public, staff, and other agencies.

SELECTION PROCEDURE & SOME HELPFUL TIPS WHEN APPLYING

- Your application information and your responses to the supplemental questions are evaluated and taken into consideration throughout the entire selection process.
- You should list all employers and positions held within the last ten years in the work history section of your application. Be as thorough as possible when responding to the supplemental questions.
- You may include history beyond ten years if related to the position for which you are applying. If you held multiple positions with one employer, list out each position separately.
- Failure to follow these instructions may impact your competitiveness in this process or may result in disqualification.

Please visit [Getting a Job with the County of Sonoma](#) to review more detailed information about the application, examination, and department selection processes.



APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

Responses to supplemental questions will be scored using position-specific criteria. Please provide specific and detailed responses of a reasonable length to allow for thorough assessment of your qualifications. Responses which state "See Resume" or "See Application" may be considered insufficient and therefore may not be scored.

This selection procedure will consist of the following examinations:

1. Your application and responses to the supplemental questionnaire will be reviewed for possession of the minimum qualifications, and to evaluate coursework, training, experience, knowledge and abilities which relate to this position. This process will determine your score and rank on the employment list. Applicants must attain a minimum passing score of at least 70% on the Application and Supplemental Questionnaire Appraisal Examination to be placed on the employment list.
2. Candidates that place in ranks 1-3 will be referred to an initial selection interview by a panel. The initial selection interview is tentatively scheduled for **Thursday, October 19, 2017**.
3. Candidates identified as best meeting the needs of the organization will be invited to a final selection interview with the Clerk-Recorder-Assessor-Registrar of Voter's Office tentatively scheduled for **Friday, October 20, 2017**.

Reference interviews and a background investigation will then be conducted on one or more finalists prior to a final selection. An offer is expected to be made in early November, 2017.

IMPORTANT NOTES

Due to the selection procedure listed above, it is important that you make every attempt to clearly describe your qualifications for this position. We recommend that you list all employers and positions held within at least the last 10 years in the work history section of your application and to include history beyond 10 years if related to the position for which you are applying. If you held multiple positions with one employer, please list each position separately. In addition, be sure to respond thoroughly and clearly to the supplemental questions at the end of this job bulletin. The information you provide in your application and supplemental material will determine your score and rank on the employment list.

Resumes can be submitted or inserted into the online application; however they will not be accepted in lieu of a fully completed job application and supplemental question responses.

For questions about this recruitment, please contact Amy Kraus at (707) 565-2596 or amy.kraus@sonoma-county.org.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.yourpath2sonomacounty.org>

OR

575 Administration Drive, Suite 116B,
Santa Rosa, CA 95403

EXAM #17/09-0057-O
CHIEF DEPUTY REGISTRAR OF VOTERS

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Chief Deputy Registrar of Voters Supplemental Questionnaire

- * 1. Please describe how you meet the minimum qualifications for this position.
- * 2. Please describe your experience leading a major elections-related project or operation. In your response include your role, the planning process, how you determined and incorporated staff/stakeholder participation, anticipated and/or minimized challenges, and the outcomes.
- * 3. Please describe your experience building collaborative relationships with stakeholders and various community organizations. Specify your role and responsibility in building and fostering these relationships.
- * 4. The Chief Deputy Registrar of Voters addresses concerns from the public and media regarding suspected (or perceived) voting and election errors. Please describe a challenging situation where you had to address public concerns related to errors in a process; highlight situations where the media brought forth the public concerns. Detail the situation, the steps you took to address the concern and rectify the error (if applicable), and the outcome.
- * 5. Please describe your experience supervising staff. Specify the number of staff, types of positions you supervised, and the scope of your responsibilities.
- * 6. How did you first learn about this opportunity?
 - Alliance for Innovation
 - Association of Bay Area Governments (ABAG)
 - California City News
 - California State Association of Counties
 - CalJobs
 - College or University
 - Craigslist Sacramento
 - Employee of Sonoma County
 - Facebook
 - GovernmentJobs.com
 - Hispanic Chamber of Commerce of Sonoma County
 - Indeed
 - Job Fair
 - Jobs Available
 - La Voz
 - Latino Service Providers
 - Minority Organization or Group
 - Monster
 - Municipal Management Association of Northern CA
 - Press Democrat
 - sonoma-county.org/www.yourpath2sonomacounty.org
 - Sonoma County Human Resources Office
 - Sonoma County Job Line
 - Twitter
 - Veterans Services Office
 - Women's Organization or Group

- Other Internet Site
- Other Publication

* Required Question



COUNTY OF SONOMA BENEFITS: MANAGEMENT*

IMPORTANT NOTE: Benefits described herein do not apply to Extra Help positions.

These are some of the excellent benefits the County offers:

Paid Time Off: Competitive vacation accrual and additional management leave annually; 11 holidays per year and generous sick leave accruals.

Health Plan: Choice of five health plans (a PPO, EPO, HMO, and two deductible HMOs) with a County contribution toward the premium of approximately \$500 per month.

Cash Allowance: A cash allowance of approximately \$600 per month, in addition to monthly salary.

Retirement: Defined benefit plan fully integrated with Social Security.

IRS 457 Plan: Pre-tax employee contribution up to the IRS annual maximum.

Retiree Medical: County contribution to a Health Reimbursement Arrangement to help fund post-retirement employee health insurance/benefits.

Plus excellent dental, vision, disability, life insurance, professional development and more.

For answers to specific questions regarding the employment process, more details about benefits or retirement, please contact Human Resources at (707) 565-2331. Additional details for management employees can be found under the Salary Resolution at <http://sonomacounty.ca.gov/HR/Employee-Relations/Labor/>. For specific information about health and welfare benefits including plan options, coverage, and premium amounts go to <http://sonomacounty.ca.gov/Departments-Agencies/Human-Resources/> or, contact the Human Resources' Risk Management-Benefits Office at benefits@sonomacounty.org or (707) 565-2900.

*IMPORTANT NOTES: Benefits described herein do not represent a contract and may be changed without notice.