



The County of San Bernardino
invites application for the position of

Chief Deputy Registrar of Voters
Job Number: 21-03120-01

SALARY

\$37.22 - \$50.46 Hourly \$6,451.47 - \$8,746.40 Monthly \$77,417.60 - \$104,956.80 Annually

APPLY BY: Continuous

Applicants are encouraged to apply online: <http://www.sbcounty.gov/jobs>

THE POSITION

PRIORITY REVIEW DEADLINE: TUESDAY, JULY 6, 2021

APPLY ASAP - This recruitment may close without notice when sufficient qualified applications are received.



The **San Bernardino County Registrar of Voters** seeks a dynamic, innovative administrator, who can lead and thrive in a fast-paced environment, to manage our elections programs, processes and team.

The **Chief Deputy Registrar of Voters** is a key member of the Department's senior management team, participating in organizational strategic planning and administering election programs. The position serves as a Chief over a division of the Registrar of Voters (ROV) office and has primary responsibility for assisting the ROV in planning, conducting and certifying all Primary, General, and Special elections.

Essential duties include but are not limited to:

- Directs the daily activities of a functional division; guides, directs and evaluates the work of staff; recommends, establishes and administers departmental procedures; provides direction to supervisory staff on personnel issues.
- Assists with development of the Department's strategic plan and with planning and implementing special projects; develops, maintains, and enhances internal policies and procedures; instills and maintains a high level of customer service in the department.
- Assists in developing and monitoring the department's operating budget; oversees staff supporting the budget preparation process and the department acquisition processes; manages and develops bid requests and request for proposals (RFP); performs cost related studies.
- Assists in developing, analyzing and tracking election related legislation; reviews and analyzes elections related statutes, ordinances and regulatory directives to ensure compliance; makes recommendations regarding their impact on department operations; compiles and reports on a variety of elections related data.
- Provides information to County leaders, candidates, officials, media and the public about the elections process; may assume Registrar's duties in Registrar's absence.
- Oversees voter registration and the maintenance of voter records; directs the verification and filing of nominations and campaign statements for elective offices, initiative referendums, and petitions.
- Oversees the preparation, inspection, printing of official and sample ballots and voter information guides; ensures quality and timely distribution of ballots and voter information materials.

- Plans and directs Election Day operations, logistics and voting services; coordinates polling site acquisition and staffing and ensures the accurate and timely distribution and delivery of election materials to the polls.
- Oversees the official canvass of the votes, processing of absentee ballots and certification of the elections.
- Evaluates elections organization, processes and staff utilization; makes recommendations for improvements and assists in the development of plans to accomplish the efficient, accurate and timely completion of elections.

For a more detailed listing of duties, please view the [Chief Deputy Registrar of Voters](#) job description.

SALARY AND BENEFITS

This position offers a competitive salary range of \$77,417.60 - \$104,956.80 annually depending on qualifications with bi-annual step increases of 2.5% up to Step 14.

The total value of salary and benefits offered is up to \$148,345.

Executive Benefits and Retirement Reciprocity with CalPERS and '37 Act Counties			
PAID TIME OFF	HEALTH BENEFITS	RETIREMENT	ADDITIONAL BENEFITS
<ul style="list-style-type: none"> • Up to 4 weeks accruable Vacation with cash-out option • 96 hours Sick Leave with unlimited accrual • 80 hours Administrative Leave with cash-out option • 14 Paid Holidays • 16 hours Perfect Attendance Leave 	<ul style="list-style-type: none"> • Medical, Dental – family coverage • Medical benefits subsidies up to offset the cost of insurance premiums • County-paid family vision coverage • Flexible spending account with County match 	<ul style="list-style-type: none"> • Generous Pension (sbccera.org) • Vested after 5 years of service – eligible to receive life-time retirement benefits • 401(k) with 2-for-1 County match up to 8% of base salary • 457(b) with .5 –for-1 match up to .5% base salary • Retirement Medical Trust Fund • Retirement Reciprocity 	<ul style="list-style-type: none"> • Education/Membership Reimbursement • County-paid Basic Term Life Insurance • Supplemental Term Life Insurance • AD&D Insurance • Long and Short Term Disability • Wellness Program with health club membership reimbursement • Dependent Care Assistance Plan • Commuter Services • Employee Discounts • Employee Assistance Program
Click here for additional benefits and details – Exempt C			
<p>The County also offers an alternative Modified Benefits Option that provides a wage differential of 4% above the base salary rate with modified benefits.</p> <p style="color: red; font-weight: bold; font-size: 1.2em;">CLICK HERE FOR MBO DETAILS</p>			

ABOUT THE REGISTRAR OF VOTERS

Conducting elections is exciting and challenging. Attention to detail is critical and working as a team is vital to accomplishing successful elections. Permanent and temporary staff, as well as volunteers, assist in the variety of complex tasks required to conduct elections. The Registrar of Voters believes that a successful team is a partnership – one that contains the following elements:

- Clear roles and responsibilities
- Shared goals and objectives
- Commitment to excellence
- A clear communication process
- A willingness to be open and honest
- A willingness to compromise
- Personal accountability
- Personal integrity

CONDITIONS OF EMPLOYMENT

Work Schedule: During peak election periods, this position will be required to work extended hours which may include evenings, weekends (both Saturdays and Sundays) and early morning/late night hours on election day/night.

Travel: Travel throughout the County may be required. Employees will be required to make provision for transportation. At the time of hire, a valid California Class C driver license and proof of automobile liability insurance must be produced for the individual providing the transportation.

MINIMUM REQUIREMENTS

Education:

A Bachelor's degree in Business or Public Administration, or other relevant field.

-AND-

Experience: Three (3) years of professional-level experience analyzing and implementing laws, processes, procedures, practices, and/or policies in a government, corporate, or non-profit environment. Experience must include full-scope supervision, and be clearly detailed on the application.

Substitution: Additional qualifying experience administering and implementing elections programs, or supervising a staff engaged in election programs, in a government, state, county, or local **elections environment** may substitute for the required education on the basis of one year of full-time experience equaling 30 semester (45 quarter) units of the required education.

Applicants with an acceptable combination of relevant education and experience may be considered.

DESIRED QUALIFICATIONS

The **ideal candidate** will have extensive experience participating in the planning and managing of Federal, State, County and/or Municipal election processes in a manner that promotes an inclusive electoral process and reflects the highest public ethics and personal integrity. Additionally, the successful candidate will possess the following skills and competencies:

LEADERSHIP

- An inspirational leader who develops and cultivates leadership in others.
- Develops and promotes succession planning.
- Applies effective performance management skills.
- Demonstrates unquestionable integrity and high ethical standards.

RELATIONSHIP BUILDING

- Demonstrates professional acumen and effectiveness.
- Nurtures productive relationships with key stakeholders.
- Connected, trustworthy, and empowering.
- Able to relate harmoniously with community partners, staff and clients of diverse ethnic and economic backgrounds

KNOWLEDGE

- Knowledge of principles, practices and Federal, State and local laws, legislation, and regulations required in the field of election administration and voting systems.
- Possession of a Certified Election and Registration Administration (CERA) Certification is highly desirable.

COMMUNICATION

- Possesses excellent oral and written communication skills.
- Creates an atmosphere of transparency, inclusiveness and openness.
- Responsive to the concerns and issues of others.
- Participates in collaborative problem solving.

OPERATIONAL EXCELLENCE

- Has a vision for and excels in short-range and long-range planning.
- Demonstrates effective and decisive operational management skills.
- Excels in measuring and increasing performance against objectives.
- Holds themselves and others accountable for results.

SELECTION PROCESS

There will be a **Competitive Evaluation** of qualifications based on a review of the Application and Supplemental Questionnaire. You are encouraged to include detailed descriptions of your qualifying experience and skills, as only the most highly qualified applicants will be referred to the Department. *(Resumes will not be accepted in lieu of the application and/or supplemental questionnaire.)*

Application Procedure: Applications will be accepted continuously, with a **priority screening deadline of Tuesday, July 6, 2021**. After the priority screening date, applications will be reviewed on a weekly basis or periodically. Interested applicants are encouraged to apply as soon as possible as **this recruitment may close at any time**.

Applications will be accepted and processed continuously while the recruitment remains open. This recruitment may close at any time. Successful candidates will be placed on the eligible list for six (6) months.

All communications regarding the remainder of the selection process will be via email. Please be sure the email provided on this application is always current; it is your responsibility to update your personal information. Update your Spam, Junk, Bulk and Firewall settings as needed to ensure that you receive all information pertaining to this recruitment.

To ensure timely and successful submission of your online application, please allow ample time to complete and submit your application. Applicants will be automatically logged-out if they have not submitted the application and all required materials prior to the posted deadline. Once your application has been successfully submitted you will receive an onscreen confirmation and an email. We recommend that you save and/or print these for your records. *Please note, if you do not receive an onscreen confirmation and an email acknowledging our receipt of your application we have not received your application.*

If you require **technical assistance**, please click [HERE](#) to review the Government Jobs [online application guide](#), or contact their Toll-Free Applicant Support line at (855) 524-5627. Please note that Human Resources is not responsible for any issues or delays caused by the internet connection, computer or browser used to submit the application.

[Please click HERE for important Applicant Information and the County Employment Process.](#)

The Human Resources Department reserves the right to modify the examination process in accordance with the Personnel Rules and accepted selection practices.

Applications may be obtained and filed online at: <http://www.sbcounty.gov/jobs>
(909) 387-8304 • TTY Users: 711
157 West Fifth Street, 1st Floor, San Bernardino, CA 92415
An Equal Employment Opportunity and ADA Compliant Employer

Issue Date: 6/19/21 SZ