



## REGISTRAR OF VOTERS

County of Riverside, CA  
\$127,003 - \$228,191 Annually  
[www.rc-hr.com](http://www.rc-hr.com)





## 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. Even 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 eleventh most populous County in the U.S. and the fourth most populous County in California. The ethnic breakdown of Riverside County is 46% Hispanic, 38% Caucasian, 7% African American, 6% Asian and 3% other. The County spans 7,208 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, rivers, deserts and forests has made it one of the nation's fastest growing counties for more than a decade.



Riverside County is conveniently located within a short drive to Southern California's many cultural events, theme parks and tourist attractions, which make it 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 January 2013, the median price of a home sold in Riverside County was \$229,000. Higher education facilities abound throughout the area, providing continuous educational opportunities for professional development.

## 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 remain 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 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's core business includes law enforcement, prosecution, probation, parks, community development, public works, public health, public social services, the County hospital, fire, housing, and employment and administrative services. Riverside County has over 19,000 employees across 50 departments and agencies. The 2012/2013 budget established approximately \$4.7 billion in appropriations for the County.

## OFFICE OF THE REGISTRAR OF VOTERS

The Office of the Registrar of Voters (ROV) offers a dynamic and challenging work environment and fosters a culture of openness, fairness, neutrality and participation, while valuing transparency, voters' rights and the democratic process. The ROV administers all Riverside County primary and special elections, supporting over 875,000 registered voters, and operates with an \$8 million budget and 35 full-time staff. During major elections, the ROV increases staff significantly, hiring over 300 temporary support staff and coordinating the efforts of over 2,100 volunteers to ensure the efficient collection and counting of ballots and the timely certification of election results.

A major challenge facing the ROV is the great geographic size of the County. With an area of 7,208 square miles and borders spanning from eastern Orange County to the Arizona border, some ballots must be transported over 150 miles to be counted at the County's central processing center prior to certifying election results. The County's diverse communities and geographic expanse offers exciting and unique challenges for the ROV.



## THE POSITION

The Registrar of Voters is an officer appointed by the County Executive Officer who is tasked with conducting all primary, general and special elections. This includes the determination of priorities, registration of voters, the certification of election returns to the Secretary of State, and ensuring that election processes are in full compliance with County, State, and Federal legal requirements.

The CEO's vision is that "Riverside County becomes known as the safest, most business-friendly and best place to live in America." The CEO has set three major goals for the County: Provide faster, better, and fiscally prudent public service; become the #1 business friendly county in California; and improve health and promote livable communities through partnerships, policies, systems and initiatives. Supporting this County vision and goals, the Registrar of Voters will work closely with the CEO, Board of Supervisors, and State and Federal agencies to ensure the efficiency, accuracy, and timeliness of the voting process and certification of election returns.

The Board of Supervisors is seeking a dynamic leader to harness the County's commitment to the election process, and to maintain Riverside County's reputation as a leader in California governance. The Registrar of Voters must be a sophisticated strategist and savvy tactician who can maneuver through the complex landscape of public elections and county governance. Competitive candidates will possess an acute awareness of the issues and challenges involved in operating within a highly visible, fast-paced and dynamic government environment. The Registrar of Voters must be adaptable, thrive on complexity, and be an expert collaborator/team builder who is committed to the democratic process.



## POSITION REQUIREMENTS

**Experience:** Five years full-time managerial, administrative, or supervisory experience in a governmental agency, with at least one year in administering a voter registration or elections program or supervising a staff engaged in voter registration and election activities, at the municipal level, 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. (A Master's degree in public or business administration or a closely related field is highly desired.)

**Knowledge of:** The basic functions and procedures of a public elections operation; the laws governing elections within the State of California; the principles of personnel management and supervision; modern office methods, clerical procedures, and office reproduction equipment.

**Ability to:** Plan, organize, and direct a staff engaged in a variety of specialized and clerical activities; interpret and explain the laws, regulations, policies, and procedures applicable to the functions of the ROV; analyze situations accurately, generate alternatives and adopt effective courses of action; prepare budget estimates and monitor expenditures; establish and maintain working relationships with staff and the public; prepare clear and concise reports and records.

### **The Registrar of Voters will:**

Plan, organize, and direct the operations of the Office of the ROV; conduct all primary, general, and special elections; direct section supervisors responsible for the registration and notification of voters, the filing of candidates' papers and measures, the preparation of ballots, the operation of the polling places, the counting and certifying of votes, and other activities related to elections; direct the preparation and maintenance of records related to voting activities, including the registration affidavits, recapitulation of data, and precinct boundaries and maps; supply information to news media and others concerning registrations, elections, and other matters; prepare records and reports, and submit necessary information concerning voters and election results to the Secretary of State; coordinate the handling of special elections with school and other special district personnel, and of municipal elections upon request of the municipalities; review petitions for initiatives, referendums and nomination papers, and direct the comparing of signatures of petitioners with affidavits for authenticity; develop modifications to improve the efficiency and effectiveness of operations within the framework of legal requirements; administer the department's resources by identifying the staffing, office space, and equipment needs.



## COMPENSATION AND BENEFITS

**Salary:** \$127,003 - \$228,191 annually depending on qualifications. \*Final fourteen steps of the salary plan/grade are designated under the Executive Performance Recognition Plan.

**Medical/Dental Insurance** - A flex benefit is provided in the amount of \$823 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** - Through Public Employees' Retirement System (PERS) after five years of service. Benefit at age 62 is 2% of the highest 36-month period of earnings times years of service.

**Deferred Compensation** - Two voluntary deferred compensation 457(b) plans available.

**Supplemental Retirement** - County contribution of \$50 per pay period towards 401(a) plan.

**Annual Leave** - Bi-weekly earnings of 1<3 years = 8.92 hours; 3<10 years = 10.46 hours; 10 or more years = 12 hours. Maximum accumulation is no more than 1,800 hours. Employee may receive pay in lieu of up to 80 hours per calendar year.

**Holidays** - Normally 12 paid holidays per year.

**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.

**Car Allowance** - \$550 per month or use of County vehicle.

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

### 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."*

## 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 to: Erik Collier at [ecollier@rc-hr.com](mailto:ecollier@rc-hr.com).

For additional information about the County of Riverside or the Office of the Registrar of Voters, please visit: [www.countyofriverside.us](http://www.countyofriverside.us) or [www.voteinfo.net](http://www.voteinfo.net)

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.

This class has been designated At-Will by the Board of Supervisors, in accordance with the provisions provided under Article 6, Section 601E (1) of the County Management Resolution and serves at the pleasure of the Board of Supervisors.

*\* This class has been deemed eligible for the Performance Recognition Plan as set forth under Article 3, Section 311(A) of the County Management Resolution.*

