



The County of Placer, California  
is seeking a highly skilled professional for the position of

# **RECORDING-ELECTIONS MANAGER (ELECTIONS MANAGER)**

*(Classified Management)*

## **Clerk-Recorder-Elections Office**



**Annual salary: \$87,630.40 - \$106,516.80**

Due to California legislative action, your CalPERS pension formula is dependent upon your hire date with Placer County.

**This recruitment will remain open until filled and will be subject to close at any time. To be considered for the first applicant screening, please submit your application and supplemental exam on or before December 7th, 2015 at 11:00 PM.**



## AN AWARD-WINNING ORGANIZATION

This is an extraordinary career opportunity to join a progressive and innovative County located in scenic Northern California. Placer County is an award-winning organization which includes the following achievements:

Administrative Services – Procurement – Achievement of Excellence in Procurement award has been received for 13 consecutive years, and is one of only 49 agencies in California and one of only 47 counties in the US and Canada to receive the award for 2015.

Auditor-Controller Department - Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association each year since 2001.

Community Development Resource Agency – The 2002 Governor’s Environmental and Economic Leadership Award – Placer Legacy Open Space and Agricultural Conservation Program.

Health and Human Services – five National Association of Counties (NACo) 2015 Achievement awards which includes the following categories;

Children System of Care (CSOC) Youth Diversion-Crisis Resolution Center, Adult System of Care (ASOC) Mobile Crisis Triage Program, Human Services Help to Hire, Human Services Telephonic Signature, Human Services Medi-Cal Inmate Eligibility Program

## COUNTY GOVERNMENT AND ORGANIZATION STRUCTURE

The County is governed by a five-member Board of Supervisors elected to four-year terms by voters within their respective districts. This governing structure has nearly all non-elected Department Heads reporting to David Boesch, the County Executive Officer. The County’s proposed budget for FY2015/16 is \$803 million with a current staff of approximately 2,565.

## PLACER COUNTY CLERK-RECORDER-ELECTIONS OFFICE

The mission of the Placer County Clerk-Recorder-Elections Office is to provide courteous, timely and professional recording and elections services to the citizens, businesses and public agencies of the county with the utmost integrity, transparency, consistency, fairness, legal compliance and cost effectiveness, using both the trained and committed staff of the department and technology to advance operations.

The Clerk’s and Recorder’s Divisions serve the citizens of the county by performing duties related to the recording and indexing of real property and vital records. This service includes the issuance of certified copies of official documents, maintenance of specified registrations and securing permanent filmed and imaged records of all recorded and filed documents. These divisions also assist the public with performing civil marriages, processing passport applications and other administrative functions.

The Elections Division is responsible for conducting federal, state and local elections, assisting candidates with mandated candidate filing and financial disclosure paperwork and registering voters. As one of the fastest-growing counties in California, Placer County has doubled in registration since 1995 and as of October 2015 stands at 200,969

voters. Over 64% of our registered voters are permanent vote-by-mail voters and we provide just under 90 schools, special districts and cities with elections services. The division is large enough to enjoy some of the latest technological advancements in the elections field, but is also small enough to remember that customer service is our most important commodity.

These programs offer services in Auburn, with limited satellite services in North Lake Tahoe. In total, the Clerk-Recorder-Elections Office has 65 allocated permanent positions and a fiscal year 2015/2016 annual budget of approximately \$10 million.

## THE POSITION

The Elections Manager serves the citizens of Placer County through active supervision of the county’s elections needs. This person interacts with elected officials, school and special district personnel, county department heads and managers, the media and the public. As a key member of the department, this person may be called on to speak at public forums, service clubs and other functions. The Elections Manager is highly involved in many outreach efforts, such as the department’s informative candidate workshops and award-winning high school outreach program. This person is encouraged to keep abreast of new or improved elections products and services in order to keep the department innovative. The Elections Manager provides the necessary day-to-day management and administration of the division in an efficient and transparent manner, focused on customer service and in compliance with all county, state and federal laws, regulations and codes.

This position is in the classified management service. The Elections Division has 15 employees serving 200,000+ registered voters. The Elections Manager recommends priorities for division resources, serves as a member of the department’s management team, exercises direct supervision over supervisory, professional, technical, clerical and temporary personnel and reports directly to the Assistant Recorder-Registrar of Voters. The position has management responsibility for planning, organizing and directing the day-to-day operations of all elections program areas, including voter registration and outreach, candidate and campaign services, polls and precincts coordination and vote-by-mail processing.

## THE IDEAL CANDIDATE

The Clerk-Recorder-Elections Office is looking for someone with proven experience in the development, management and administration of elections programs. The ideal candidate will have managed a county elections office or similar agency that emphasizes cooperation, accountability and transparency and has the ability to communicate effectively with government officials, other county departments, the media and the citizens of Placer County.

In addition to the minimum education and experience, the ideal candidate will possess experience, leadership and vision in the following areas:

- State and federal election laws and current political issues;
- General operating policies and functions of the California Secretary of State’s Office;
- Best practices and current trends in successful election administration, community education and outreach programs;





- Principles and techniques of effective employee supervision and development, training, management practices and public administration;
- Budget development and expenditure control.

## A RICH HISTORY AND FUTURE GROWTH

Placer County's 150-year history began with the discovery of gold in 1848 in Coloma in neighboring El Dorado County. In fact, the County took its name from the Spanish word for sand or gravel deposits that contain gold. The Transcontinental Railroad has also been a major part of Placer County's rich history. Many towns had their beginnings in mining and along the railroads, and evolved over the years into ranching, farming, and timber communities. Some of these areas are nationally-renowned recreational destinations such as Lake Tahoe and Squaw Valley.

Placer County's strong growth and level of economic development activity in more recent times can be attributed to the relocation of high tech firms to the region in the beginning of the 1980's, the low cost of housing relative to Bay Area prices, and the diversity of recreational opportunities in the Tahoe/Sierra area. Looking ahead, the county is projected to grow by 350,000 persons over the next four to five decades with new and expanding businesses, a diversity of residential housing types, new commercial land uses and new passive and active recreational facilities. The County's award-winning Placer Legacy Open Space and Agricultural Conservation Program and the new Placer County Conservation Plan will provide for the conservation of scenic landscapes, agricultural areas, and the rich diversity of natural communities that are found in Placer County.

## LIVING IN PLACER COUNTY

Breath-taking scenery, a rich history, year-round recreation – and Lake Tahoe – need we say more? Those are just a few of the reasons more than 367,000 people call Placer County home and hundreds of thousands more come to visit us each year. Our territory stretches from the Sacramento Valley all the way to North Lake Tahoe. We are consistently ranked 1st in California counties for our quality of life, and 2nd healthiest county in California – but we're determined to get to first there, as well! We boast the best schools, the best outdoor recreation, and the most beautiful views you'll find anywhere, but we also are home to amazing art, award-winning wines and agriculture, and have a tremendously strong heritage as the home of California's Gold Country. It's a way of life we call the Placer Life.

Today, Placer County represents a rapidly growing and prosperous community characterized by a healthy and mature economy and an attractive business environment. Placer County is well known for excellent, award winning elementary, middle and high schools and is home to Sierra College and William Jessup University. Plans are also underway for two additional universities to develop in the western part of the county.

Placer County offers a range of housing including multi-family, small lot suburban and urban residential projects, ranchettes, larger rural residential properties and extensive farmlands with a mix of farming and ranching opportunities. Many retirees also call Placer County their home because of the cost of housing, the quality of life and the exceptional recreational activities services that are available.

Placer County is part of the greater Sacramento Area, which also includes the counties of El Dorado, Sacramento, Sutter, Yolo, Nevada and Yuba. The government center is located in the City of Auburn, in the foothills, and is well positioned 30 miles northeast of Sacramento, the state capital. San Francisco and the Bay Area are an easy 90 mile drive, or reachable via Amtrak, with stations in Auburn, Rocklin and Roseville. Lake Tahoe is also just a short 90 minute drive from the western-most points of the county.

In recent years, a number of vineyards, wineries and breweries have expanded throughout the county, increasing the intrigue of Placer as a tourist destination. The Farm-to-Fork movement is alive and well in Placer County with numerous farmer's markets, restaurants and businesses selling PlacerGROWN © meats, fruits and vegetables. In addition to the local agricultural industry, the world-renowned wine growing areas of Shenandoah, Napa and Sonoma Valleys are about an hour away from the county seat in Auburn.

Outdoor recreation activities in Placer County are abundant all year long and range from hiking, biking, horseback riding, to rafting on the American and Truckee Rivers, to snowshoeing and skiing in the Sierra Nevada Mountains; including Squaw Valley, home to the 1960 Winter Olympic Games. The county is home to internationally famous endurance races including the Tevis Cup, the Western States 100-Mile Endurance Run, and the Ironman Triathlon at Lake Tahoe.

The County encompasses 1,506 sq. miles (including 82 sq. miles of water) or 964,140 acres (including 52,780 acres of water) and is located 80 miles northeast of San Francisco. Total population is approximately 367,000 people in both the unincorporated and incorporated (Auburn, Colfax, Lincoln, Loomis, Rocklin, and Roseville) areas of the county. It is bordered by Nevada County to the north, the state of Nevada to the east, El Dorado and Sacramento Counties to the south, and Sutter and Yuba counties to the west.

To learn more about Placer County click [www.visitplacer.com](http://www.visitplacer.com)

## MINIMUM QUALIFICATIONS

**Experience** - Five years of increasingly responsible experience in a County Clerk-Recorder's or Elections office, including two years of supervisory responsibility.

**Training:** Equivalent to a Bachelor's degree from an accredited college or university with major course work in business or public administration, business law, records management or a related field.

**License or Certificate:** May need to possess a valid driver's license as required by the position. Proof of adequate vehicle insurance and medical clearance may also be required.

## COMPENSATION AND BENEFITS

**Salary:** The annual salary range for this management position is \$87,630 – \$106,516. A longevity increase of five percent is added to the salary after five years are obtained at the top step.

In addition, the County offers an attractive benefits package. The following information represents benefits currently available to permanent Placer County management employees. Please note that benefit levels and payment amounts are subject to change, based on County Executive Office/Board of Supervisors mandates.





**Annual Leave:** The County provides management employees 100 hours of management leave to be used as time off or paid in cash. Employees also receive thirteen (13) paid holidays per year and accrue vacation at the following rates: 0 - 2 years of service = 10 days per year, 3 - 4 years of service = 12 days per year, 5 - 9 years of service = 15 days per year, 10 - 19 years of service = 20 days per year, and 20 or more years of service = 25 days per year.

**Cafeteria Plan:** The County provides \$2,100 per calendar year that can be taken in cash or use for unreimbursed medical expenses, unreimbursed dependent care expenses or 401(k) plan contributions.

**Deferred Compensation:** Voluntary 457 and 401(k) are available through payroll deduction. The County will match one dollar for every four dollars in employee contributions made to a 401(k) account up to a maximum employer contribution of \$750.00 per employee per calendar year.

**Health Dental and Vision Insurance:** Health coverage is available through CalPERS with the County paying 80% of the selected plan's total premium. Dental and vision insurance are fully paid by the County for the employee; the employee pays the premium for dependents. Specific costs for individual plans and coverage options can be found by adding this link to your browser.

<http://www.placer.ca.gov/departments/personnel/employeebenefits>

**Life Insurance:** A fully paid double indemnity life insurance policy of \$50,000 is provided for the employee. An accidental death policy of \$10,000 is also fully paid by the County.

**Retiree Medical:** Employees hired prior to January 1, 2005, received the same County medical contribution as active employees upon retirement with five years PERS service credit. Employees hired after January 1, 2005, receive 50% of the County medical contribution upon retirement with ten years PERS service credit inclusive of five years of Placer County service. Employees receive an additional 5% of the County medical contribution for each additional year of service up to 20 years.

**Retirement Plans:** Employees are covered by Social Security and the California Public Employees' Retirement System (CalPERS). Due to recent California Legislative action, your CalPERS Pension formula is dependent upon your hire date with Placer County. Both a 457 deferred compensation plan and a 401(k) plan are available at the employee's option.

## APPLICATION PROCESS

To be considered for this excellent career opportunity, please submit a completed application for employment via the County's website at [www.jobsatplacercounty.com](http://www.jobsatplacercounty.com).

This recruitment will be open until filled. To be considered for the first applicant screening, please submit your application and responses to the supplemental questionnaire on or before Monday, December

7, 2015 at 11:00 PM. Interested candidates are encouraged to apply immediately. Appointment to this position will be contingent upon successful completion of a post-offer pre-employment background investigation, including fingerprint clearance, and physical examination.

## EMPLOYEES OF OTHER PUBLIC AGENCIES

Placer County now offers an expedited process for qualifying certain applicants for interviews. Candidates currently employed, or employed within the last year, by a public agency operating under a personnel civil service or merit system may be eligible to be placed on a Public Agency Eligible List and certified as eligible for appointment to a similar job assignment without going through the examination process. For more information on the Public Agency Eligible List, to download forms, or to apply, please visit our website at:

[www.jobaps.com/placer/sup/abfreenames.asp](http://www.jobaps.com/placer/sup/abfreenames.asp).

## SELECTION PROCESS

Applicants will complete a supplemental questionnaire as part of the application process. Questions on this supplemental questionnaire will be scored and scores received from this process will determine applicant ranking and placement on the eligible list. Applicants in the top five ranks of the eligible list will be certified to the Clerk/Recorder/Elections Office. The Elections Division will review the application materials of applicants certified and will contact the most highly qualified applicants to schedule a hiring interview with the department executive staff.

### HUMAN RESOURCES DEPARTMENT

Equal Opportunity Employer  
145 Fulweiler Avenue, Suite 200  
Auburn CA 95603

Main Telephone: (530) 889-4060

<http://www.placer.ca.gov/Departments/humanresources>

Placer County is an equal opportunity employer and is committed to an active nondiscrimination program. It is the stated policy of Placer County that harassment and retaliation is prohibited and that all employees and applicants shall receive equal consideration and treatment. All recruitment, hiring, transfer and promotion will be based on the qualifications of the individual for the positions being filled regardless of sex, sexual orientation, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (cancer or genetic characteristics/information), age (40 or over), marital status,



ordinance.

pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state or local laws or

THE COUNTY OF PLACER HAS A NO SMOKING POLICY FOR ALL COUNTY FACILITIES.

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