



DEAN C. LOGAN
Registrar-Recorder/County Clerk

July 7, 2021

TO: Supervisor Hilda L. Solis, Chair
Supervisor Holly J. Mitchell
Supervisor Sheila Kuehl
Supervisor Janice Hahn
Supervisor Kathryn Barger

CC: Fesia A. Davenport, Chief Executive Officer

FROM: Dean C. Logan, Registrar-Recorder/County Clerk
Dean C. Logan

**ENHANCED COUNTY EMPLOYEE ELECTION WORKER PROGRAM
(ITEM 8, AGENDA OF MARCH 9, 2021)**

This report responds to a motion adopted by your Board on March 9, 2021 to replace the existing County Employee Election Worker Program (CEEWP) with a revised County Employee Election Worker Program and corresponding ordinance.

Need for Enhanced Program

On August 4, 2020, to address potential staffing challenges created by the COVID-19 pandemic, your Board temporarily suspended the CEEWP and directed the Registrar-Recorder/County Clerk (RR/CC) to implement the County Disaster Service Worker Election Worker Program (DSW Program) during the 2020 Presidential General Election. The DSW Program included mandatory staffing thresholds for departments to ensure that the County had sufficient election worker staffing during the pandemic. The motion also directed the RR/CC to conduct an analysis of the DSW Program with recommendations on ways to enhance the existing program for future elections.

Following the 2020 Presidential General Election, the RR/CC conducted a thorough analysis of the DSW Program. The analysis included in the report back, which was submitted to the Board on January 29, 2021, demonstrated that the DSW Program was extremely successful with both County department participation and election worker attendance rates, in comparison to past elections. The attendance rates for DSWs in

the 2020 General Election were much higher (99%) than the attendance of volunteer election workers (84%) in the 2020 Primary Election.

Therefore, the RR/CC made recommendations to modify the existing CEEWP based on the lessons learned from the DSW Program and the following important attributes of County DSWs:

- Commitment to the success of County elections.
- Accountability for punctuality and attendance.
- Familiarity with the County and its communities.
- Knowledge of County policies, codes of conduct, attendance, and behavioral expectations.

NEW COUNTY EMPLOYEE ELECTION WORKER PROGRAM

Immediately following the Board's motion, the RR/CC began collaborating with the Chief Executive Office (CEO), Department of Human Resources (DHR), and County Counsel (Counsel) and established a cadence to discuss all elements of the revised CEEWP.

The information in this report outlines an augmented framework for the CEEWP. This new program structure is intended to replace the existing program, upon Board approval. Additionally, the motion also called for a corresponding ordinance for this program, a draft of which is attached to this report for consideration. (See *Attachment A* for draft ordinance).

Program Goal

County employees have been a stable and important component of the election process since inception of the County Employee Voluntary Pollworker Program in 1998. The program was originally implemented to alleviate election worker shortages in hard to recruit areas and communities with language needs for a 1-day assignment (Election Day). The implementation of the County's new voting system pursuant to the Voting Solutions for All People (VSAP) initiative and the adoption of the California Voter's Choice Act (VCA) increased the number of days for voting and allowed voters to cast a ballot at any of the County's vote centers using the County's new voting system. The new VSAP voting experience, which provides greater options and access to voters, resulted in an increase in the number of election workers needed, and in turn, additional support needed from departments and County employees. Overall, the change in scale and correlating resource demands made it abundantly clear that this program needed to expand beyond a departmental initiative to a Countywide program.

The goal of the new CEEWP is to continue to mitigate election worker shortages in hard to recruit areas and communities with language assistance needs. Additionally, to ensure adequate staffing levels and proper staff distribution, the new CEEWP is based on a model requiring departments to recruit County Election Workers aligned to an established program target.

Departmental Thresholds

To ensure adequate participation from County employees, the RR/CC, in conjunction with DHR and CEO will set program targets ahead of each election. Participation by community and student volunteers will be considered when establishing overall program targets. The new CEEWP will apply to all elections and will be implemented in conjunction with the RR/CC's existing Community and Student Election Worker Programs. The RR/CC will continue to assess voter behavior and will calibrate thresholds to ensure that available resources are aligned with voter demand.

Based upon analysis by the CEO, special considerations will be given to departments with unique funding structures that would limit participation in the program. Departments will be required to recruit volunteers and/or designate employees to serve, to ensure that their respective thresholds are met. To assist departments with role designation, the RR/CC will work with DHR to develop a detailed description of each vote center staff role, along with a list of applicable classifications that align with each role. This guide will help departments when designating employees to serve.

Roles and Responsibilities

The CEEWP offers a unique learning experience and an opportunity for community service to our County workforce. The Program permits "reassignment" of County employees (with approval from their supervisors) to the RR/CC during their election worker assignment. When serving, County Election Workers will assist with opening/closing of vote centers and will assist voters throughout the day. County Election Workers will be assigned to a vote center and will serve in the capacity of a Lead, Assistant Lead, or Clerk. (See *Attachment B* for description of each role).

Additionally, a County Employee Reservist pool will be recruited for every election when the CEEWP is needed. Reservists will be required to complete all training requirements but will remain "on call" to fill vacancies caused by election worker cancellations or no-shows, or to assist vote centers with surge capacity. Reservists may also be utilized to fill gaps for departments that could not meet their mandatory threshold due to special budget considerations.

Schedules

To facilitate and encourage maximum participation, different schedule options will be offered to County employees. Schedules will include training requirements and service days to provide County employees with a clear understanding of their overall commitment. Schedules offered will vary by election and will be honored on a first-come, first serve basis. (See *Attachment C* for sample schedules).

Service hours will be dependent on role assigned and based on voting period established for each election.

Training

To ensure a successful election experience for both election workers and the voters, County Election Workers will be required to complete training prior to each election. Training requirements will vary by election. The RR/CC will offer training during regular work hours and departments will be required to allow employees to attend training as part of their assignment.

Compensation

County employees serving as election workers that are required to work past their regular work hours/workdays as part of their election assignment will be appropriately compensated. County employees historically received a stipend to compensate for hours worked beyond the normal workday. The RR/CC is currently reviewing the compensation model and its applicability for the new CEEWP.

Fiscal Impact

Funding costs for the CEEWP will be shared between County departments and the RR/CC. Individual departments will pay for the regular earnings of their employees, which are part of each department's approved budget. The RR/CC will pay for additional compensation following wage and hour laws, pending a complete analysis of the compensation model to cover hours in excess of employees' regular work schedule.

The RR/CC requests funding for all election costs, including election workers, as part of the County's formal budget process. This cost is budgeted in RR/CC's services and supplies to be paid out to the other County departments based on actual expenditures.

Program Management

To ensure a smooth process and proper management of CEEWP, the RR/CC will leverage existing County Department Coordinators to assist in managing recruitment within each department. To maximize recruitment efforts, County Coordinators are MAPP managers or their designee. Designees should be at a manager level to ensure proper execution and program oversight. (See *Attachment D* for a description of County Coordinator duties).

To facilitate recruitment and tracking of County Election Workers and in responding to questions from employees, the RR/CC will provide County Coordinators with program materials. This will include a recruitment flyer, a Coordinator Tool Kit, and FAQs. Additionally, a detailed process flow has been established to ensure recruitment, assignment and training of County Election Workers is completed efficiently and within the established deadlines. (See *Attachment E* for the process flow).

All departments will be required to submit an employee referral list containing departmental employees that will be participating as election workers, each election. To

assist with tracking of departmental employee referral lists, RR/CC will work closely with DHR to identify a liaison for the program. The DHR liaison will be responsible for receiving all new/revised employee referral lists from departments, assisting with disseminating information to County Coordinators, and answering questions related to the recruitment process.

MAPP Manager Participation

The Board adopted a program on July 31, 2001 that made “service as a voluntary County Pollworker” a performance goal for MAPP participants (now considered a MAPP behavior expectation related to “Compliance with County Policies and Board Directives”). The CEEWP will allow MAPP Managers to fulfill their service by:

1. Serving as a County Election Worker for an election; or
2. Recruiting departmental staff to serve as County Election Workers in each scheduled election (an average goal of 5% of direct reports); or
3. Serving as a County Coordinator for their department's election worker recruitment

A MAPP participation post-election report will be provided to Department Heads every election identifying all managers that met their MAPP behavior expectation for each fiscal year.

Labor Engagement Efforts

Labor’s partnership is pivotal to the success of this program. Various aspects of the proposed CEEWP are subject to bargaining with the County’s labor partners. Bargaining between CEO and Labor on this issue remains ongoing. The County intends to continue its engagement with Labor on this issue as it believes the mandatory participation of represented employees is a critical success factor for the program.

Recommendations

- Approve the transition of the existing CEEWP to the revised CEEWP as outlined in this report.
- Introduce corresponding ordinance to establish the CEEWP in County Code.
- Mandate departments to meet established departmental thresholds every election.
- Authorize RR/CC, in conjunction with DHR and CEO, to set CEEWP targets every election.
- Authorize RR/CC to apply CEEWP for all elections as deemed necessary.
- Direct departments to allow County employees to attend training during regular work hours.

Conclusion

The new CEEWP will be implemented upon Board approval. Any mandatory aspects as it relates to represented employees will only be implemented upon mutual agreement or satisfaction of bargaining requirements under applicable labor law. The Board should consider delaying the recommended actions until the labor issue is resolved.

If you have any questions, please contact me directly or your staff may contact Monica Flores, Manager of Governmental and Legislative Affairs at mflores@rrcc.lacounty.gov.

c: Lisa Garrett, Director of Personnel
Rodrigo Castro-Silva, County Counsel



COUNTY OF LOS ANGELES
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RODRIGO A. CASTRO-SILVA
County Counsel

July 7, 2021

VIA E-MAIL AND U.S. MAIL

Dean C. Logan
Registrar-Recorder/County Clerk
12400 Imperial Highway
Norwalk, California 90650

**Re: Amendments to Title 2 - Administration of the County Code,
Relating to the Development and Administration of the County
Employee Election Worker Program**

Dear Mr. Logan:

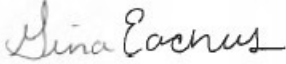
As directed by the Board of Supervisors at its meeting of March 9, 2021, enclosed please find an ordinance amending Title 2 – Administration of the Los Angeles County Code, to develop and administer the County Employee Election Worker Program ("CEEWP"). This ordinance requires the Registrar Recorder/County Clerk ("RR/CC") to develop and administer the CEEWP to enable a pre-determined number of County staff from within each County department to be available for elections when the RR/CC determines the use of County employee election workers is necessary to conduct an election, and it requires the RR/CC to work with the Chief Executive Office and the Department of Human Resources to establish departmental employee thresholds, communicate threshold number of staff to each County department, inform each County department of the associated Board-adopted provisions for Management Appraisal and Performance Plan employees related to participation in the CEEWP, schedule and provide training for all participants, coordinate with all relevant County departments, and take other actions as necessary to administer the CEEWP.

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The analysis and ordinance may be presented to the Board of Supervisors for consideration.

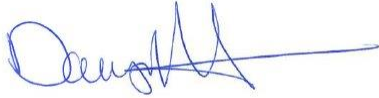
Very truly yours,

RODRIGO A. CASTRO-SILVA
County Counsel

By 

GINA EACHUS
Senior Deputy County Counsel
Government Services Division

APPROVED AND RELEASED:



DAWYN HARRISON
Chief Deputy

GE:eb

Enclosures

ANALYSIS

This ordinance amends Title 2 – Administration of the Los Angeles County Code relating to the County Employee Election Worker Program by:

- Requiring the Registrar-Recorder/County Clerk to develop and administer the County Employee Election Worker Program by pre-determining the number of County staff necessary to serve as election workers;
- Tasking the Registrar-Recorder to do the following:
 - Work with the Chief Executive Office and the Department of Human Resources to establish departmental employee thresholds for each election;
 - Communicate the threshold number of staff to serve as election workers for each election to the County departments;
 - Inform each County department of the associated Board-adopted provisions for Management Appraisal and Performance Plan (MAPP) employees related to participation in the County Employee Election Worker Program;
 - Schedule and provide training for all participants;
 - Coordinate with all relevant County departments; and
 - Take other actions as necessary to administer the County Employee Election Worker Program.

RODRIGO A. CASTRO-SILVA
County Counsel

By 
GINA EACHUS
Senior Deputy County Counsel
Government Services Division

GE:eb

Requested: 05/14/2021
Revised: 06/30/2021

ORDINANCE NO. _____

An ordinance amending Title 2 – Administration of the Los Angeles County Code, relating to the County Employee Election Worker Program.

The Board of Supervisors of the County of Los Angeles ordains as follows:

SECTION 1. Section 2.32.380 is hereby added to read as follows:

2.32.380 County Employee Election Worker Program.

A. The Registrar-Recorder/County Clerk will develop and administer a County Employee Election Worker Program to enable a pre-determined number of County staff from within each County department to be available to serve as election workers for elections when the Registrar-Recorder/County Clerk determines the use of County employee election workers is necessary to conduct an election in the County.

B. For elections when the Registrar-Recorder/County Clerk determines the use of County employees as election workers is necessary, the Registrar-Recorder/County Clerk will:

1. Work with the Chief Executive Office and the Department of Human Resources to establish departmental employee thresholds;
2. Communicate the threshold number of staff required from each County department;
3. Inform each County department of the associated Board-adopted provisions for MAPP employees relating to participating in the County Employee Election Worker Program;

4. Schedule and provide training for all participants identified as election workers in the designated election;

5. Coordinate with relevant County departments;

6. Take other actions as necessary to administer the County

Employee Election Worker Program.

[CH232380GECC]

**Roles/Responsibilities/Skills:**

- **Vote Center Lead** – Oversees all activities at the Vote Center including opening/closing, addressing questions/issues, delivering ballots to Check-In-Center daily, assigning Clerk positions, and setting break schedules.
Skills Required:
 - Strong Communication Skills
 - Strong Customer Service Skills
 - Strong Leadership Skills
 - Basic Computer Skills
- **Vote Center Assistant Lead** – Assists with opening/closing vote center, processing voters throughout the day, answering voter questions, and accompanying Vote Center Lead to deliver ballots to Check-In-Center daily. Also shadows Lead duties and assumes Lead role in the absence of the Vote Center Lead.
Skills Required:
 - Strong Communication Skills
 - Strong Customer Service Skills
 - Strong Leadership Skills
 - Basic Computer Skills
- **Vote Center Clerk** – assists with opening/closing vote center, processing voters throughout the day, and answers voter questions.
Skills Required:
 - Good Communication Skills
 - Good Customer Service Skills
 - Basic Computer Skills
- **Vote Center Reservist** – will fill vote center vacancies for Lead, Assistant Lead or Clerk role, as needed.
Skills Required:
 - Strong Communication Skills
 - Strong Customer Service Skills
 - Strong Leadership Skills
 - Basic Computer Skills

*All roles may require extensive periods of standing and some moderate lifting. Bilingual speakers are highly desired.



SAMPLE COUNTY ELECTION WORKER SCHEDULES

July 2, 2021

STATEWIDE ELECTON

Schedules were set based on the following assumptions:

- Election will be held on June 7, 2022 (Primary Election)
- Election will consist of two voting periods: 11-Day/5-Day
- Voting Hours:
 - Early Voting: 10am-7pm
 - Election Day: 7am – 8pm
- Employees serving as Lead/Assistant Lead can serve either period
- Employees serving as Clerks will only serve during 5-Day voting period
- Options available for County Election Workers = 3-day, 4-day or 5-day assignment



OPTION 1 – 3 Days

VOTE CENTER CLERK - 3 Days					
REQUIREMENTS	Complete Prior to In-Person Training	Complete Prior to 6/3/22	Friday 6/3/22 9am - 8pm	Saturday 6/4/22 9am - 8pm	Tuesday 6/7/20 6am - 9pm
3-hour Online Training	X				
4-hour In-Person Training		X			
Serve at Vote Center			X	X	X
VOTE CENTER CLERK - 3 Days					
REQUIREMENTS	Complete Prior to Attending In-Person Training	Complete Prior to 6/5/22	Sunday 6/5/20 9am - 8pm	Monday 6/6/20 9am - 8pm	Tuesday 6/7/22 6am - 9pm
3-hour Online Training	X				
4-hour In-Person Training		X			
Serve at Vote Center			X	X	X

*All Clerks will work 2 days during early voting plus Election Day for a total of 3 days



OPTION 2 – 4 Days

VOTE CENTER LEAD - 4 Days									
REQUIREMENTS	Complete Prior to In-Person Training	Complete Prior to 5/26/22	Friday 5/27/22 1pm - 4pm	Saturday 5/28/22 9am - 9pm	Sunday 5/29/22 9am-9pm	Monday 5/30/22 OFF	Tuesday 5/31/22 9am - 9pm	Wednesday 6/1/22 OFF	Thursday 6/2/22 9am - 9pm
3-hour Online Training	X								
1-day In-Person Training (8 hrs)		X							
Vote Center Pre-Check (3 hrs)			X						
Serve at Vote Center				X	X		X		X
VOTE CENTER ASSISTANT LEAD - 4 Days									
REQUIREMENTS	Complete Prior to In-Person Training	Complete Prior to 5/26/22	Friday 5/27/22 1pm - 4pm	Saturday 5/28/22 9am - 9pm	Sunday 5/29/22 9am-9pm	Monday 5/30/22 9am - 9pm	Tuesday 5/31/22 OFF	Wednesday 6/1/22 9am - 9pm	Thursday 6/2/22 OFF
3-hour Online Training	X								
1-day In-Person Training (8 hrs)		X							
Vote Center Pre-Check (3 hrs)			X						
Serve at Vote Center				X	X	X		X	

*Lead and Assistant Lead will have two days off between their shift. Each will oversee the Vote Center when the other is off.



OPTION 3 – 5 Days

VOTE CENTER LEAD - 5 Days								
REQUIREMENTS	Complete Prior to In-Person Training	Complete Prior to 6/2/22	Thursday 6/2/22 1pm - 4pm	Friday 6/3/22 9am - 9pm	Saturday 6/4/22 9am - 9pm	Sunday 6/5/22 9am - 9pm	Monday 6/6/22 9am - 9pm	Tuesday 6/7/22 6am - 10pm
3-hour Online Training	X							
1-day In-Person Training (8 hrs)		X						
Vote Center Pre-Check (3 hrs)			X					
Serve at Vote Center				X	X	X	X	X
VOTE CENTER ASSISTANT LEAD - 5 Days								
REQUIREMENTS	Complete Prior to In-Person Training	Complete Prior to 6/2/22	Thursday 6/2/22 1pm - 4pm	Friday 6/3/22 9am - 9pm	Saturday 6/4/22 9am - 9pm	Sunday 6/5/22 9am - 9pm	Monday 6/6/22 9am - 9pm	Tuesday 6/7/22 6am - 10pm
3-hour Online Training	X							
1-day In-Person Training (8 hrs)		X						
Vote Center Pre-Check (3 hrs)			X					
Serve at Vote Center				X	X	X	X	X

*Lead and Assistant Lead will take over shift for Lead/Assistant Lead that worked the Option 2 schedule.





DUTIES:

- Recruit Departmental staff to serve as Election Workers
- Disseminate program materials
- Work with RR/CC to schedule recruitment presentations (in-person and/or via Teams)
- Generate Departmental employee referral list and provide to DHR liaison
- Remind managers to vet internal staff before submitting their name for election assignment to ensure they can perform the required duties. This includes discussing availability, ability to travel or access to transportation.
- Replace any cancellations with new employees and submit revised referral list to DHR
- Ensure department meets their mandatory threshold
- Monitor/track County Election Workers to ensure complete all requirements:
 - Register online
 - Register for in-person training (if applicable)
 - Complete all training requirements
- Send email blasts within department to recruit or send reminders to internal staff regarding their Election Worker assignment
- Answer questions from employees regarding the program
- Access RR/CC's election management system (PollChief) to view employee's assignment status and generate monitoring reports



County Employee Election Worker Recruitment Process Flow

