

**HUMAN RESOURCES COMMITTEE
GARLAND COUNTY COURTHOUSE
COUNTY COURTROOM 200
JANUARY 25, 2021, AT 5:00 PM
AGENDA**

Members: Chairman Anderson, Vice Chairman Reagan, Justices Owen, Horner, Dixon, Raney and Faulkner

All Justices of the Peace are invited to attend.

1. Call to Order.
2. Consideration of a resolution establishing a wage cap for part time and temporary extra help employees and setting related procedures.
3. Consideration of a request to create a full time position of Election Coordinator for the Garland County Election Commission. The Position Description is attached for your review. The position has been rated through the Job Evaluation Salary Administration Program (JESAP) and the requested full time salary is \$36,000 annually.
4. Other Business.
5. Adjourn.

GARLAND COUNTY

Position Description

JOB TITLE: Elections Coordinator

Exempt (Y/N): Yes

DEPARTMENT: Election Commission

Date Prepared: January 14, 2021

Reports to: County Judge

SUMMARY:

While many of the listed duties require Election Commission approval, signatures or oversight, all or in part, it is the Election Coordinator's job to ensure that listed duties are prepared and provided to the Election Commissioners. Election Coordinator is a full time exempt employee hired and supervised by the County Judge and is considered to be the department head of the Election Department. All other employees of the Election Department are considered part-time county employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Prepare and submit for approval annual Election Department budget.
 - a. Prepare annual budget based on expected expenditures determined by planned elections in odd-numbered years, not limited to the Annual School Election.
 - b. Prepare annual budget in even-numbered years to plan for Primary and General Elections, plus "called" elections.
 - c. Present proposed budget to Election Commission, and the county finance committee, and secure Quorum Court approval.
 - d. Approve purchases and submit for payment invoices for approved expenditures, maintain budget compliance.
 - e. If adjustments to the budget are necessary, secure necessary approvals for adjustments.
 - f. Hire, train, and supervise Election Department staff to assist with any election related duties. Staff includes, but is not limited to: Election Secretary/Receptionist/Scheduler, Election Technicians (at least 2).
 - g. Hire, train, and supervise 200+ Election Officials (Chief Judges, Sheriffs, and Poll Workers).
2. Maintain election calendar.
 - a. Ensure compliance with all due dates for documents and notices on Secretary of State's election calendar.
 - b. Inform Election Commission of all due dates and requirements for action.
 - c. Ensure compliance with AR election laws.
3. Election Preparation
 - a. Develop a timetable and plan for all statutory required elections, and any "called" elections.
 - b. Determine requirements for scheduled elections, and secure necessary ordinances or resolutions as required.
 - c. Schedule and conduct ballot draw for necessary elections, with Election Commission approval.

- d. Determine precincts allowed to vote in each election or district, and coordinate with county clerk to ensure boundaries and voter counts are accurate.
 - e. Assist the county clerk in determining that voter registration information is accurate and updated as necessary.
 - f. Determine practical requirements for number of polling locations, poll workers, necessary for upcoming elections, and inform Election Commission of proposal.
 - g. Ensure all polling locations are accessible to voters with disabilities.
 - h.
4. Election Programing (Garland County is a Program Your Own County)
- a. Establish election requirements in the Election Systems and Software (ESS) portal to ensure all election timelines are met.
 - b. Enter election information, including precincts, races / issues, candidates as necessary in ElectionWare software.
 - c. Proof all ballot styles, precincts, and ballot content for spelling, or other errors, and submit to the Election Commission for approval.
 - d. Test sample programing to ensure accurate results.
 - e. Estimate requirements for paper ballots needed for absentee ballots based on past elections, and place print order(s) as needed, including sample ballots.
 - f. Conduct Logic and Accuracy testing for all equipment to be used in an election, and ensure that expected results are achieved. Ensure all voting equipment is in accurate and working order.
 - g. With Election Commission approval, estimate equipment requirements for election, and burn necessary election media for each machine.
5. Training
- a. Attend all training provided by the State Board of Election Commissioners, and acquire certified trainer status.
 - b. Train and evaluate enough chief judges to conduct specific elections.
 - c. Recruit and hire required number of election specific poll workers.
 - d. Develop a specific poll worker training program for Garland County, AR.
 - e. Schedule and conduct training of chief judges and poll workers for each election, as determined by election plan.
 - f. Work with local school districts, and other entities to promote Student Poll Worker program.
 - g. Schedule poll workers for Early Voting, Election Day, and Absentee, and post list as required by law, to ensure minimum requirements as established by §7-4-107.
6. Pre-Election Duties, with Election Department staff
- a. Determine necessary polling locations for each election, and receive Election Commission approval.
 - b. Develop a list of required and necessary elections required for each polling location, and supervise election technicians to ensure needed items are delivered.
 - c. Develop a delivery schedule for Early Voting and Election Day location.
 - d. Train Election Technicians to aid polling locations during voting times.
 - e. Provide county clerk with sample ballots to upload to VoterView.
 - f. Determine communication needs for each polling location, and test accessibility.

g. Download, test, and approve sample electronic PollBook data, and order final PollBook data.

7. Early Voting and Election Day Duties

- a. With the assistance of Election Commissioners, ensure that all established polling locations are open at required times for Early Voting and Election Day.
- b. Ensure that electronic PollBooks at each vote center are communicating, and are updated prior to opening of polls each day.
- c. Provide any assistance necessary to Chief Judges at polling locations.
- d. Supervise absentee clerks in the opening, canvassing, and counting of absentee ballots.
- e. Process election media from Early Voting and Absentee Voting.
- f. Deliver preliminary Early Voting and Absentee unofficial results to Secretary of State and other interested parties, when available.
- g. Receive required election materials from each poll chief judge, and process election media after verification, and deliver unofficial results when possible
- h. Report unofficial results, when possible to Secretary of State and other interested parties, informing status of outstanding votes or locations.
- i. Once all locations are processed, inform Secretary of State and other interested parties that election night reporting is complete.
- j. Report number of outstanding UOCAVA and other provisional ballots.

8. Post-Election Duties, with Election Department staff

- a. Review and determine validity of provisional ballots, including county clerk certification of voter registration. Submit provisional ballots to the Election Commission for determination.
- b. Notify, by US mail, all who cast a provisional ballot of the decision of the Election Commission, and the date of a possible provisional hearing.
- c. Add to the vote count any legal UOCAVA ballot received by the county clerk up to 10 days following an election.
- d. Provide the Election Commission with all documents and reports necessary to certify the election.
- e. Send Certification of Election to the Secretary of State.
- f. Secure all ballots, certificates, and election materials for 2 years as prescribed by law.
- g. Maintain certifications and other election data for future planning of elections.
- h. Supervise pick-up and storage of election equipment and election materials.

9. Other non-election duties

- a. Determine necessary work hours to ensure that all assigned duties are accomplished.
- b. Maintain garlandcountyvoteweb.org website to provide updated and important information to the voting public, including: results, election data, upcoming elections, educational and other voter information.
- c. Maintain Election Department offices during non-election times including phone and email messages, and other voter interest.
- d. Schedule Election Department staff only as needed.

- e. Following each decennial census (10 years), determine any necessary redistricting of Justice of the Peace districts, and report findings to the Election Commission for approval.
- f. Make staff recommendations on procedural changes or personnel issues to Election Commission.
- g. Prepare requests for reimbursements of election expenditures when available.
- h. Conduct educational program with school districts and other interested parties.
- i. Communicate with media outlets to provide election information.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college, plus 6 years related experience and/or training, and 4 years related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to read, analyze, and understand common scientific and technical journals, financial reports, and legal documents; Ability to respond to complex or difficult inquiries or complaints from customers, regulatory agencies, or members of the business community.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

CRITICAL THINKING SKILLS

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

State Certified for Election Coordinator, State Certified to train Poll workers, Oath of Office, Notary and valid Arkansas Driver's License. Must attend the Secretary of State Voter Registration meetings, webinars and conferences on Elections as well as GIS training for mapping.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Intermediate: Payroll Systems

Basic: 10-Key, Accounting, Alphanumeric Data Entry, Contact Management, Other, Presentation/PowerPoint, Spreadsheet, Word Processing/Typing

SUPERVISION RECEIVED

Under general direction, working from policies and general directives. Rarely refers specific cases to supervisor unless clarification or interpretation of the organization's policy is required.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the organization and delegation of work operations for a group of employees engaged in widely diversified activities.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of small organizational component and the organization's clientele.

MENTAL DEMAND

Very close mental demand. Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also, to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

RESPONSIBILITY FOR WORK OF OTHERS

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a small group (1-3) of employees in the same or lower classification. Assigns and checks work; assists and instructs as required, but performs same work as those supervised, or closely related work, most of the time. Content of the work supervised is of a non-technical nature and does not vary in complexity to any great degree.

Supervises the following departments: Poll Workers during election cycles

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$150,000 to \$1,000,000.

ACCURACY

Probable errors would normally not be detected in succeeding operations and could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

ACCOUNTABILITY

FREEDOM TO ACT

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Small. Job creates a monetary impact for the organization from \$100,000 to \$1mm.

IMPACT ON END RESULTS

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

PUBLIC CONTACT

Extensive contacts with various diversified sectors of the public environment; wherein, the contacts are of major importance and failure to exercise proper judgment can lead to substantial losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of highly complex machines and equipment; specialized or advanced software programs.

WORKING CONDITIONS

Somewhat disagreeable working conditions. Continuously exposed to one or two elements such as noise, intermittent standing, walking; and pushing, carrying, or lifting. May involve some travel and/or work is at times, in the evening or during the night hours.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Semi-repetitive, low physical. Semi-repetitive type work which requires periods of concentration for varied time cycles as prescribed by the tasks.

While performing the functions of this job, the employee is continuously required to use hands to finger, handle, or feel, reach with hands and arms, talk or hear; frequently required to walk, sit; and occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; and distance vision.

ADDITIONAL INFORMATION

The incumbent should possess good verbal and written communication skills, computer skills and typing. Must be able to work well under pressure and possess the ability to work well within a group and be an excellent team player.

The duties listed above are intended only to show the various types of duties that will be performed. The omission of a specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

RESOLUTION NO. _____

BE IT RESOLVED BY THE QUORUM COURT OF GARLAND COUNTY, STATE OF ARKANSAS; A RESOLUTION TO BE ENTITLED:

“A RESOLUTION ESTABLISHING A WAGE CAP FOR PART TIME AND TEMPORARY EXTRA HELP EMPLOYEES AND SETTING RELATED PROCEDURES.”

WHEREAS, Garland County occasionally has a need for part time and temporary extra help employees; and,

WHEREAS, on August 25, 2014, the Human Resources Committee established a wage cap of \$10 per hour for part-time and temporary extra help employees; and,

WHEREAS, such action by the Human Resources Committee was never formally solemnized by resolution; and,

WHEREAS, the amounts set forth previously by Human Resources Committee are no longer valid due to changes in minimum wage law, and the policy is in need of updating and formal adoption; and,

WHEREAS, the Human Resources Committee has met and approved the changes set forth herein;

NOW, THEREFORE, BE IT RESOLVED BY THE QUORUM COURT OF GARLAND COUNTY, ARKANSAS:

1. Part time employees and temporary extra help employees shall be paid the then-prevailing minimum wage.
2. Any elected official seeking to pay a part time employee or temporary extra help employee at a rate greater than the then-prevailing minimum wage shall be required to submit a written request and justification for exceeding the cap. The Human Resources Committee shall review each request on a case-by-case basis and shall have the authority to authorize a greater rate when circumstances warrant. Rates greater than the cap will require justification such as, but not limited to, emergency need, experience, demand, specialized skill or training, unusual position, etc.

ATTEST: _____
Sarah Smith
Garland County Clerk

APPROVED: _____
Darryl Mahoney
Garland County Judge

SPONSOR: _____
Justice of the Peace
Thomas Anderson

DATE: _____