



THE COUNTY OF RIVERSIDE
INVITES YOUR INTEREST
IN THE POSITION OF
REGISTRAR OF VOTERS

SALARY RANGE
\$143,167 - \$253,177 ANNUALLY

THE POSITION



The County of Riverside is seeking a highly experienced elections executive to serve as the Registrar of Voters. The Director position is appointed by the Board of Supervisors and serves under the direction of the County Executive Officer. The Registrar of Voters is a critical leadership position, responsible for ensuring the electoral process in the County of Riverside is conducted professionally and with the highest level of professional election standards; consistently demonstrating neutrality and non-partisan decision-making.

The incumbent has the primary responsibility for conducting Primary, General, and Special Elections within the County of Riverside, and directing the operations of a department with more than forty dedicated and hard-working permanent employees, and more than nine hundred temporary employees, which are a critical component of the services provided each election. This responsibility includes the successful execution of all components of the County's election management process, including: registration of voters, poll worker coordination and training, polling place establishment aligned with any accessibility requirements, ballot creation, voting system security, ballot processing and tallying, the certification of election returns to the Secretary of State, and the provision of candidate services such as candidate filing. Furthermore, this position has the sole responsibility for ensuring that election processes are in full compliance with County, State, and federal legal requirements. This position also sets the tone and expectations for the department in the provision of services to the public, campaign staff, candidates and other concerned individuals. As the Department Head, the incumbent will manage approximately 3-4 direct

reports, and two unique divisions including: elections operations and elections services. Each division is responsible for overseeing important aspects of the election process to ensure smooth elections throughout the year. This position will have the overall responsibility for an annual operating budget of \$14,323,328 million (Fiscal Year 23/24).

The successful candidate is an innovative public servant who is highly committed to the administration of the elections process and prides themselves on the responsibility to protect and promote public trust and confidence through the provision of critical election services. The selected candidate will harbor a forward-thinking outlook for the future while upholding the highest standards of integrity and accountability, both for themselves and the department. The County seeks candidates with strong oral and written communication skills, and a proven track record of high performance in the high-stakes environment of elections. Exceptionally qualified candidates will demonstrate a comprehensive understanding of the implementation of federal, state, and local election laws, regulations, codes, and other internal procedures relative to the election process. Additionally, they will possess exceptional analytical and budgetary/personnel management skills that are relevant to comparable responsibilities in a California public agency. Experience with medium to large size county elections for three to five years is also highly regarded. Other important attributes include a transformational and adaptive leadership style with the ability to motivate and empower Registrar of Voters staff to provide the highest quality of service.



THE REGISTRAR OF VOTERS WILL:

- » Plan, organize, and direct the operations of the Office of the Registrar of Voters; conduct all election activities, including the provision of Primary, General, and Special Elections.
- » Direct the department's activities through subordinate executive team members, including the registration and notification of voters, the filing of candidates' documentation, the preparation of ballots, the operation of the polling places, the counting and certifying of votes, and other activities related to the successful execution of election activities.
- » Direct the preparation and maintenance of records related to voting activities, including the registration affidavits, recapitulation and summary 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.
- » Direct and execute the preparation and printing of ballots for the election process.
- » 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.
- » Direct the organization, personnel utilization, and work methods and procedures used in the Office of the Registrar of Voters.
- » 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.
- » Prepare the budget for the operation of the department.



MINIMUM QUALIFICATIONS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree in public or business administration or a closely related field.

EXPERIENCE: Five years full-time managerial, administrative, or supervisory experience in a governmental agency, with at least two years desirable in administering a voter registration or elections program or supervising a staff engaged in voter registration and election activities, at the municipal, County level or above.

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 Registrar of Voters; 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.



COMPENSATION & BENEFITS

The annual salary for the Registrar of Voters ranges between **\$143,167 - \$253,177 annually**. In addition to a competitive salary, the County offers an excellent benefits package that includes:

- **EXECUTIVE VEHICLE ALLOWANCE:** A \$550 monthly allowance is available.
- **PERFORMANCE RECOGNITION PLAN:** This position has been deemed eligible for the County's Performance Recognition Plan which connects individual achievement to organizational goals and provides incentives for performance.
- **RETIREMENT:** The County offers CalPERS Retirement.
 - **Tier I (Classic Member – Formula 3% @ 60):** Applicable to current and former County of Riverside local miscellaneous employees hired prior to 08/24/2012 and did not withdraw CalPERS contributions. The employee contribution is eight (8%) percent.
 - **Tier II (Classic Member – Formula 2% @ 60):** Applicable to local miscellaneous employees 1) hired after 08/23/2012 through 12/31/2012; 2) Previously employed with another CalPERS contracting public agency or a reciprocal retirement system, with a break in service of less than six months between the separation date with the previous employer and the appointment date with the County of Riverside. The employee contribution is seven (7%) percent. On July 1, 2024, the employee contribution rate will be 7.75%.
 - **Tier III (PEPRA New Member - Formula 2% @ 62):** Applicable to CalPERS local miscellaneous new members hired on or after the implementation of the Public Employees' Pension Reform Act of 2013 (PEPRA) which took effect January 1, 2013. As of July 1, 2020, the employee contribution is 7.25% and subject to change annually.
 - A new member is defined in PEPRA as any of the following: A new hire who enters CalPERS membership for the first time on or after January 1, 2013, and who has no prior membership in any California Public Retirement System. A new hire who enters CalPERS membership for the first time on or after January 1, 2013, and who was a member with another California Public Retirement System prior to that date, but who is not subject to reciprocity upon rejoining CalPERS. A member who first established CalPERS membership prior to January 1, 2013, and who is rehired by a different CalPERS agency after a break in service of greater than six months. CalPERS refers to all members that do not fit within the definition of a new member as "classic members". Contribution rates are subject to change based on the annual County of Riverside actuarial valuation.
 - **Note:** Reciprocity may exist with other public retirement systems in California, please see the CalPERS website for additional information: <https://www.calpers.ca.gov/docs/forms-publications/change-retirement-systems.pdf>
- **MEDICAL/DENTAL INSURANCE:** A flex benefit credit up to \$823 monthly is provided toward the cost of medical and dental benefits. Additionally, a subsidy is provided for medical coverage when electing coverage for one or more dependents. Employees electing two-party or family coverage receive a premium subsidy of \$688 providing a total contribution of \$1,511/per month towards medical benefit costs.
- **VISION SERVICE PLAN:** Provided at no cost to employee or eligible dependents.
- **POST-RETIREMENT MEDICAL CONTRIBUTION:** \$256 per month is available for retirees' health insurance through the County.
- **DEFERRED COMPENSATION:** Two voluntary deferred compensation 457(b) plans are available.
- **SUPPLEMENTAL RETIREMENT:** County contribution of \$50 per pay period towards a 401(a) plan.
- **ANNUAL LEAVE:** Biweekly Annual Leave Accrual earnings of 1 - 3 years = 8.92 hours; 4 - 9 years = 10.46 hours; 10 or more years = 12 hours.
- **HOLIDAYS:** 12 paid holidays per year.
- **BEREAVEMENT LEAVE:** Five days (three days are County paid, with two additional days that may be taken using accrued leave balances).
- **LONG-TERM DISABILITY:** Benefit pays 66.67% of earnings to a maximum of \$10,000 per month; 30-day waiting period; pays to age 65. The benefit can be coordinated with other available leave balances to provide up to 100% of pay.
- **LIFE INSURANCE:** \$50,000 term life coverage is paid by the County. Additional Supplemental Life Insurance is available for purchase.
- Additional information can be found on the County's Human Resources website page: www.rc-hr.com, [The County Benefit Flip-Book](#), or [The 2024 Open Enrollment Guide](#).

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. Riverside County is a great place to live, work, and play.

With more than 2.43 million residents, Riverside is the tenth most populous county in the U.S. and the fourth most populous county in California. The County stretches nearly 200 miles across, comprising over 7,200 square miles of fertile river valleys, low deserts, mountains, foothills, and rolling plains. Riverside County covers an expansive, varied geography that encompasses many diverse and rapidly growing communities with a wide range of public service needs.

The County shares borders with Imperial, Orange, San Diego, and San Bernardino Counties, comprising a region extending from the Pacific Ocean to the Colorado River. There are a total of 28 incorporated cities within the County.

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.

Additionally, higher education facilities are abundant throughout the area, providing continuous educational opportunities for professional development.



THE COUNTY GOVERNMENT

County of Riverside government recognizes the value of a qualified and diverse workforce, making it a priority to build an organization that reflects the vibrant community it serves.

The County's leadership consists of 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 nonpartisan basis, to four-year staggered terms. There are no term limits. The Board Appointed County Executive Officer 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. County of Riverside has more than 25,458 employees across over 40 departments and agencies. To learn more about the County of Riverside, go to: <https://rivco.org/>.



THE OFFICE OF THE REGISTRAR OF VOTERS

The mission of The Registrar of Voters is to 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 the public.

The Registrar of Voters is responsible for providing equal access for all eligible citizens in Riverside County to participate in the democratic process. The Registrar of Voters is also entrusted with protecting the integrity of votes, and maintaining transparent, accurate and fair elections for federal, state and local offices.

To learn more about The Office of the Registrar of Voters, please click here: <https://voteinfo.net/>

Registrar of Voters



APPLICATION PROCEDURE

The position will remain posted until filled. The initial review of applications will occur on November 9, 2023.

To be considered, please electronically submit your application, including resume via [Government Jobs](#) or [clicking here](#).

Resumes should reflect related work experience as well as details of years and months of positions held.

For questions regarding this recruitment, please contact: Cameron Hacker at (951) 955-6968 or CHacker@rivco.org.

Applications will be screened based on criteria outlined in this brochure. Candidates with the most relevant qualifications will be invited to participate in a formal interview process. Extensive reference and background checks will be completed on the selected candidate.

