

VACANT POSITION AUDIT

I. GENERAL INFORMATION

Department: County Clerk _____ Date: 7/2/2020 _____

Position Requested: Elections LTE _____ Job Code: TBD _____

Number of Positions: 1.0FTE _____ FT ☐ PT ☐ FTE _____ %

Pay Band: A12 _____

Division Position Will Be Assigned To: _____
(Indicate NA if not applicable)

Projected Start Date of Position: July 20, 2020 thru April 2021

II. FULL EXPLANATION OF NEED FOR POSITION (Please complete all questions)

A. Is this position request compatible with the County's mission statement? Please provide explanation.

Yes, providing essential election services to community.

B. What is your department's mission statement and how does position support this mission and/or department strategic plan?

County Clerk Office is responsible by statute to provide these services.

C. Indicate reasons for asking for position including purpose of position, applicable workload data and trends, etc. plus attach relevant supporting data. If more than one position of the same classification is being requested, also justify the number requested.

Due to COVID-19, increased absentee voting which requires additional support to track these entries. County Clerk's Office is also assisting the Administration Office due to the loss of the Administrative Specialist.

D. What benefit will/does the position provide to the County? Describe the specific problem the position was created to address? How does the position improve/enhance customer service and/or address community needs? Please provide adequate data to support your position.

Ability to meet required deadlines.

E. Indicate any alternatives to filling this position that were considered and why you still chose to request to fill?

F. What will be the effect if the proposed position is not filled?

F. What criteria do you use to monitor the effectiveness and performance of the position? (Increasing revenues, improved customer service, decreasing costs, enhancing services, etc?)

Alternative would be to force the duties on the municipal clerks, causing extreme chaos due to lack of staffing, funds, and time at the municipality level.

III. SPECIFIC DUTIES OF NEW POSITION

- A. List the specific duties position will perform plus the approximate percentage of time to be spent on each duty or add the approximate percentage of time spent on each duty to the existing job description and attach.

See attached job description.

- B. Could another County department use the expertise of this position? OR could you use the expertise of another department to meet your needs? Why or why not?

Assisting with vacant Administrative Specialist in the Administration Office.

- C. If the work is currently being done or not done by the County, how is it being accomplished (contract basis, temporary help, current employee, etc.)? Why is this arrangement no longer acceptable?

Increased volume due to COVID-19.

IV. POSITION COSTS AND FUNDING SOURCES

- A. What is the anticipated total cost of this position? (Include salary; benefits; office space, remodeling, MIS costs, furniture, and equipment; travel; and other applicable costs.)

MIS Cost and file drawer would be major expenses as workstation is already in place.

- B. Explain specifically how position will be funded.

Amount of County tax levy: \$20,000 _____ % of total costs: 100 _____

Amount of any outside funding: _____ % of total costs: _____

Source of outside funding: _____

Length of outside funding: _____

Likelihood of funding renewal: _____

Would this outside funding be used to offset the levy if not used for this position? _____

- B. Will the proposed position allow your department to increase revenues or decrease expenditures beyond the cost of the position? If yes, how?

Position will offset costs in the Administration Office.

- C. Does the proposed position provide preventive services that will lead to cost avoidance or more extensive services in the future? OR Can the proposed position be justified as an investment with future benefits to the County greater than the cost of the position? If yes, how? Are there statistics to support your position?

NA

- D. Can the position costs be offset by eliminating or reducing a lower priority function? If yes, explain.

This position is specifically created in response to increased needs due to COVID-19. There may be some possibility for reimbursement of salary due to COVID-19.

Signature of Supervisor/Manager Completing Request

Rebecca C. Gert
Department Head Signature

Date

7/2/20
Date