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## **Reclassification Request**

### **Board of Elections**

#### *Summary of Request*

The Jackson County Board of Elections requests additional funds in order to reclassify Elections Systems Specialist from a Grade 17 to Grade 20. The reclassification request is based on (1) changes in market averages and (2) additional duties and responsibilities. The requested change is important as this upcoming year is a very critical election year and continuity /commitment of staff is of most importance to ensure effective election operations.

#### *Current Climate – County Board of Elections Office Staffing*

The current election environment has taken a toll on county Board of Elections. In WNC, seven out of twelve counties in District One have experienced turnover in staff in the first half of 2015. Area offices are witnessing staff members leave to go to other counties, other county departments, and private sector firms seeking election expertise. Contributing factors that will make 2016 a challenging year include:

- Presidential election year
- Additional election dates, including first Presidential Preference
- Possible lawsuits challenging new voter laws
- Tightened schedules that are subject to change or are TBA
- Heightened monitoring and by advocacy and watch groups
- Major changes to election laws and procedures
- NC elections will be on a national stage with implementation of changes
- First year implementing photo ID requirement
- Preparing to switch to new voting equipment in near future as required by NC law
- Additional use of technology at precincts
- Use of GIS technology in voting district audits

#### *Market Salary Information*

With the change in the climate of elections, other counties have reviewed/updated their current salaries and classifications for Elections staff in order to keep qualified, productive, and educated staff members. These classification and salary changes in area counties Election offices have put Jackson County Election Systems Specialist salaries below market value. Currently this position's minimum salary is at 83% of market average and if reclassified as requested the minimum salary will be set at 96% of market average. Below is a summary of staffing changes and salary ranges for similarly classified position in comparable counties.

### WNC Board of Election Staffing Changes

County	Position	Change	Status
Buncombe	Staff Position: Election Preparation Specialist	Turnover	Position Filled
Graham	Staff Position: Deputy Director	Added FTE	Position Filled
Haywood	Staff Position: Elections Specialist	Turnover	Position Open
Jackson	Staff Position: Elections Systems Specialist	Turnover	Position Filled
Macon	Director	Turnover	Position Filled
Macon	Staff Position: Deputy Director	Reclassified	Position Filled
Madison	Staff Position: Elections Specialist	Turnover	Position Filled
Polk	Director	Turnover	Position Open
Polk	Staff Position: Elections Specialist	Turnover	Position Filled
Transylvania	Director	Turnover	Position Filled
Transylvania	Staff Position: Deputy Director	Turnover	Position Filled

### Elections Specialist/Deputy Director

County	Minimum Salary
Cherokee	\$28,408
Haywood	\$35,033
Macon	\$30,731
Transylvania	\$40,746
Average	\$33,729
Current – JC Elections Systems Specialist	\$27,937 (83% market average)
Requested – JC Elections Systems Specialist	\$32,341 (96% market average)

#### *Summary of Duties & Responsibilities*

The duties and responsibilities of this position will expand with increased use of technology in expanding communication in precincts on Election Day and incorporating new technologies within the Board of Election office. This year, Jackson County Board of Elections received the “Most Outstanding Practice” award for 2015 from the State Board of Elections for the best practices in communicating with precincts and the Board of Elections plan on continuing to improve communications through the use of cell phone applications, messaging systems and other forms of communications. Additionally, the Elections Systems Specialist will play a continued role in the implementation of new voter software and other hardware and software applications.

### *Financial Impact*

The reclassification request requires a nominal increase in the Board of Election budget. An estimate of current salary and fringe and requested amount necessary to make the change is documented below.

	<b>Current</b>	<b>Proposed</b>	<b>Difference</b>
SALARY	\$27,937.59	\$32,341.25	\$4,403.66
ER FICA	\$1,732.13	\$2,005.16	\$273.03
LOC	\$1,894.17	\$2,192.74	\$298.57
HOSP	\$9,202.96	\$9,202.96	\$0.00
ERMED	\$405.10	\$468.95	\$63.85
WC	\$84.37	\$97.67	\$13.30
UNEMPL	\$279.38	\$323.41	\$44.03
<b>TOTAL</b>	<b>\$41,535.69</b>	<b>\$46,632.14</b>	<b>\$5,096.45</b>