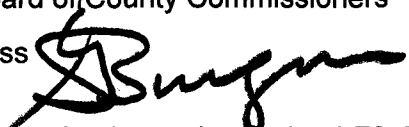


Date: January 10, 2008

To: Honorable Chairman Bruno A. Barreiro
and Members, Board of County Commissioners

From: George M. Burgess
County Manager 

Subject: Resolution Amending Implementing Order 4-76 Election Board and Support
Personnel Compensation Schedule

Agenda Item No.9(A)(10)(A)

Recommendation

It is recommended that the Board adopt this resolution amending Implementing Order (I.O.) 4-76, which creates additional poll worker incentives to attract and retain competent and capable poll workers. The inclusion of the **Annual Poll Worker Book Scholarship** and the **Refer a Poll Worker** are low-cost incentive programs that will provide additional avenues for recruitment of qualified individuals to dedicate their time as poll workers.

Scope

The scope of this I.O. is countywide in nature.

Fiscal Impact

The amendment will have a maximum fiscal impact of approximately \$35,000, which will be funded from the "poll worker pay" line item in the Elections Department budget.

Track Record/Monitor

The Supervisor of Elections will be responsible for monitoring the execution of this Implementing Order.

Background

On June 5, 2007, the Board approved Resolution R-708-07 adopting Implementing Order (I.O.) 4-76 Election Board and Support Personnel Compensation Schedule, which created a more equitable pay scale for persons performing duties associated with elections in Miami-Dade County. Since that I.O. was adopted, the Department has continued to explore innovative recruitment strategies to increase the pool of poll workers. Creating incentives will enable the County to recruit more qualified individuals with a higher skill level. An additional amendment to I.O. 4-76 is necessary to institute the proposed incentive programs, as described below.

ANNUAL POLL WORKER BOOK SCHOLARSHIP (\$500 Book Scholarship for 10 High School Seniors and 10 College and/or University Students) – Total allocation: \$10,000

The purpose of this scholarship is to encourage young voters to participate as poll workers for the upcoming election cycle. The scholarship gives the department the means and capability to attract youth and diversify the pool of skilled poll workers available to the Elections Department. The Supervisor of Elections will have the flexibility to increase or decrease the book scholarship amount by 20% annually as governed by I.O. 4-76, approved by the Board on June 5, 2007.

To qualify for the scholarship, a student must meet the following criteria:

- Be a registered voter in Miami-Dade County
- Have taken and passed the Poll Worker Certification Class
- Have worked in all countywide or a specified number of municipal elections in that calendar year

- Have a minimum 3.0 Grade Point Average
- Write an Essay on an election-related subject to be determined by the Supervisor of Elections (500 word limit)

REFER A POLL WORKER PROGRAM (\$25 for each certified poll worker referred)

Total Allocation: \$25,000 – based on 1,000 referrals annually

The purpose of this program is to create a pool of certified poll workers for an upcoming election cycle. One of the best ways to get the word out about the Election Department's poll worker positions is by word of mouth. Poll workers who have been certified are an excellent resource in identifying potential poll workers who possess the competence and professionalism we require of our poll worker pool. The Supervisor of Elections will have the flexibility to increase or decrease the poll worker referral amount by 20% annually as governed by Implementing Order 4-76, approved by the Board on June 5, 2007.

To qualify for this program, the following criteria must be met:

- An existing poll worker must refer a registered voter in Miami-Dade County to become a poll worker
- The referred person must pass the Poll Worker Online Entrance Exam and pass the Poll Worker Certification Class
- Once the referred person has become a poll worker, he/she must work at least one election and be willing to work at any assigned precinct

As we approach the 2008 presidential election cycle, comprised of three countywide elections and relatively high voter turnout, it is essential that the Elections Department have an ample pool of poll workers available for placement. Up to 8,000 poll workers must be trained and available to work in each election. Poll workers serve a critical role during an election and represent Miami-Dade County to all voters in our community and to the public at large. Approving the amendment to I.O. 4-76 will further enhance the department's efforts to recruit, train and retain capable poll workers in preparation for the 2008 election cycle and beyond.


Assistant County Manager



MEMORANDUM

(Revised)

TO: Honorable Chairman Bruno A. Barreiro
and Members, Board of County Commissioners

DATE: January 10, 2008

FROM: 
R. A. Cuevas, Jr.
County Attorney

SUBJECT: Agenda Item No. 9(A)(10)(A)

Please note any items checked.

- "4-Day Rule" ("3-Day Rule" for committees) applicable if raised
- 6 weeks required between first reading and public hearing
- 4 weeks notification to municipal officials required prior to public hearing
- Decreases revenues or increases expenditures without balancing budget
- Budget required
- Statement of fiscal impact required
- Bid waiver requiring County Manager's written recommendation
- Ordinance creating a new board requires detailed County Manager's report for public hearing
- Housekeeping item (no policy decision required)
- No committee review

Approved _____ Mayor
Veto _____
Override _____

Agenda Item No. 9(A)(10)(A)
01-10-08

RESOLUTION NO. _____

RESOLUTION APPROVING AMENDMENTS TO
IMPLEMENTING ORDER 4-76 CREATING ADDITIONAL
INCENTIVES PROGRAMS TO ATTRACT QUALIFIED
POLL WORKERS

WHEREAS, this Board desires to accomplish the purposes outlined in the accompanying memorandum, a copy of which is incorporated herein by reference,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that this Board approves the amended Implementing Order in substantially the same form attached to the County Manager's memorandum and authorizes the County Manager to exercise any and all rights conferred therein.

The foregoing resolution was offered by _____, who moved its adoption. The motion was seconded by Commissioner _____ and the vote was as follows:

Bruno A. Barreiro, Chairman	
Barbara J. Jordan, Vice-Chairwoman	
Jose "Pepe" Diaz	Audrey M. Edmonson
Carlos A. Gimenez	Sally A. Heyman
Joe A. Martinez	Dennis C. Moss
Dorrrin D. Rolle	Natacha Seijas
Katy Sorenson	Rebeca Sosa
Sen. Javier D. Souto	

The Chairperson thereupon declared the resolution duly passed and adopted this 10th day of January, 2008. This resolution shall become effective ten (10) days after the date of its adoption unless vetoed by the Mayor, and if vetoed, shall become effective only upon an override by this Board.

MIAMI-DADE COUNTY, FLORIDA
BY ITS BOARD OF COUNTY
COMMISSIONERS

HARVEY RUVIN, CLERK

By: _____
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency. OR

Oren Rosenthal

IMPLEMENTING ORDER

Implementing Order No.: [4-76]

Title: Election Board and Support Personnel Compensation Schedule

Ordered:

Effective:

AUTHORITY:

Section 1.01 of the Miami-Dade County Home Rule Amendment and Charter.

SUPERSEDES:

This Implementing Order supersedes Administrative Order 4-76, ordered September 8, 2005 and effective September 18, 2005.

POLICY:

The conduct of elections requires, in addition to the efforts of Elections Department employees, the supplemental services of non-County and other County personnel. The purpose of this Implementing Order is to formally establish the compensation schedule for members of the precinct election board and other support personnel.

The Implementing Order also provides the Supervisor of Elections limited authority, with the approval of the County Manager, to modify the compensation schedule for all categories of election support personnel, as necessary, including compensation for required training. Compensation rates may be increased or decreased by up to twenty percent of the rates established herein annually if at least one of these conditions is met: 1) The Elections Department experiences difficulty recruiting pollworkers and deems this difficulty to be related to compensation rates, or 2) The Elections Department makes substantial modifications to job duties. Any modifications to the compensation schedule must be made before employees begin working for a particular election cycle.

DEFINITIONS:

Pollworker: Clerk (including Clerk 1 and 2), Assistant Clerk, Inspector and Poll Deputy

Clerk 1: Clerk 1 is responsible for one precinct.

Clerk 2: Clerk 2 is responsible for two precincts (a "same board" precinct).

Inspector: Pollworker who checks in voters, activates voting equipment and/or demonstrates the use of voting equipment.

Poll Deputy: Person hired by the Supervisor of Elections to maintain order outside of the polling location.

Supervisor of Elections: Chief constitutional election officer in the County, who is legally responsible for the administration and operation of an election and compliance with all federal, state and local election laws, procedures and policies.

Election Specialist: Person assigned to support the Elections Department. This individual may be assigned to a polling place on Election Day and is responsible for activating, deactivating and troubleshooting the election equipment. The Election Specialist at a precinct is also responsible for accessing the County's voter registration rolls for the purpose of verifying voter eligibility. Alternatively, an Election Specialist may be assigned to the tasks of Day Election Support or Night Election Support, assisting with functions including, but not limited to, distribution, collection and help desk functions.

Administrative Troubleshooter: Person assigned to a number of precincts within a particular geographic territory who monitors precincts throughout Election Day and responds to address administrative and technical issues as needed. Only County employees are eligible for assignment to this position.

Stand-by: Additional pollworker who is hired and trained for the specific purpose of being available to work on an as-needed basis. When a stand-by is assigned, that individual receives the compensation for the assigned position.

Election Day: Includes the voting period of 7 a.m. to 7 p.m. (unless extended by the Governor of Florida), pre-opening setup procedures prior to 7 a.m. and post-election closing procedures subsequent to 7 p.m.

PROCEDURES:

Compensation

All personnel serving the Elections Department in the classifications covered by this Implementing Order are paid flat fees for their services, including pro-rated fees for Monday evening set-up, when applicable, and prorated fees for attending mandatory training classes, as detailed in the attached payment schedule.

Incentive Program

Pollworkers who participate in the annual Certification Program will be granted an additional flat rate of \$55.62 upon completion of the session and passing of the final exam.

Performance-based bonuses will be granted at a flat rate of \$25 for the Precinct Clerk and \$20 for all other pollworkers at those precincts who meet the established criteria for excellent customer service and adherence to procedural requirements.

>> Poll Worker Book Scholarship – (\$500 Book Scholarship for 10 High School Seniors and 10 College and/or University Students) – Awarded Annually <<

>> Refer A Poll Worker Program – (\$25 For Each Certified Poll Worker Referred to the Department and who has successfully worked one election) <<

Vehicle Use

All personnel appointed as Clerks, including County and non-County employees, receive mileage compensation in accordance with the County auto mileage reimbursement rate.

County personnel appointed as Administrative Troubleshooters are required to use County vehicles, with which they are provided.

Additional Responsibilities

All staff supporting the Elections Department are expected to comply with Department requirements including attendance at applicable training sessions; the issuance, acceptance and return of laptop computers, mobile phones, and other equipment necessary to perform their respective functions. They are responsible for the security of this and other equipment within their purview, and they are responsible for maintaining contact with (or, when applicable, reporting to) the Department's Election Central phone bank.

This Implementing Order is hereby submitted to the Board of County Commissioners of Miami-Dade County, Florida.

County Manager

Payment Schedule for Election-Related DutiesCOUNTY EMPLOYEES – JOB BASIS

Position	Flat Fee (per Election Day – 14-hour rate)
ELECTION BOARD	
Clerk 2	\$185.40
Clerk 1	\$160.68
Assistant Clerk	\$123.60
Inspector	\$105.06
Deputy Sheriff (Poll Deputy)	\$105.06
Election Specialist (ES)	\$148.32
Data Transmission Specialist	\$148.32
Administrative Troubleshooter (ATS)	\$160.68

- Employees on Standby status will receive a flat fee of \$18.54.
- All classifications are paid a flat fee of \$40.00 for attending a mandatory training session.
- Employees involved in opening procedures on the Monday night prior to an election receive a pro-rated fee based on four hours of the applicable 14-hour daily rates listed above.
- These pro-rated Monday night fees are:
 - Clerk 2: \$52.97
 - Clerk 1: \$45.91
 - Assistant Clerk: \$35.31
 - Inspector: \$30.02
 - Deputy Sheriff (Poll Deputy): \$30.02
 - Election Specialist (ES): \$42.38
 - Data Transmission Specialist \$42.38
 - Administrative Troubleshooter (ATS): \$45.91

- County employees working at Early Voting sites receive the Election Day fee per day up to a maximum of \$ 360 per election cycle.
- Job basis employees involved in opening procedures on the Monday night prior to an election which occurs on a Holiday will receive holiday time to bank at a rate of hour per hour worked.

COUNTY EMPLOYEES – NON-JOB BASIS

Position	Flat Fee (per Election Day – 14-hour rate)
ELECTION BOARD	
Clerk 2	\$185.40
Clerk 1	\$160.68
Assistant Clerk	\$123.60
Inspector	\$105.06
Deputy Sheriff (Poll Deputy)	\$105.06
Election Specialist (ES)	\$148.32
Data Transmission Specialist	\$148.32
Administrative Troubleshooter (ATS)	\$160.68

- Employees on Stand-by status will receive a flat fee of \$18.54.
- All classifications are paid a flat fee of \$40.00 for attending a mandatory training session.
- Employees involved in opening procedures on the Monday night prior to an election receive a pro-rated fee based on four hours of the 14-hour daily rates listed above. These pro-rated Monday night fees are:
 - Clerk 2: \$52.97
 - Clerk 1: \$45.91
 - Assistant Clerk: \$35.31
 - Inspector: \$30.02
 - Deputy Sheriff (Poll Deputy): \$30.02
 - Election Specialist (ES): \$42.38
 - Data Transmission Specialist \$42.38
 - Administrative Troubleshooter (ATS): \$45.91
- County employees working at Early Voting sites receive the Election Day fee per day up to a maximum of \$360 per election cycle.
- In addition to any administrative leave (AD) from their regular assignments on days during which they support the Elections Department, non-job basis

employees receive overtime based on their regular rate of compensation and in accordance with their collective bargaining agreements for each hour worked *in excess of* their regular work schedules.

- Non Job Basis employees involved in opening procedures on the Monday night prior to an election which occurs on a holiday will receive holiday time to bank at a rate of hour per hour worked.

NON-COUNTY EMPLOYEES

Position	Flat Fee (per Election Day – 14-hour rate)
ELECTION BOARD	
Clerk 2	\$185.40
Clerk 1	\$160.68
Assistant Clerk	\$123.60
Inspector	\$105.06
Deputy Sheriff (Poll Deputy)	\$105.06
Election Specialist (ES)	\$148.32
Data Transmission Specialist	\$148.32
Administrative Trouble Shooter (ATS)	\$160.68

- Employees on Stand-by will receive a flat fee of \$ 18.54.
- All classifications are paid a flat fee of \$40.00 for attending a mandatory training session.
- Individuals involved in opening procedures on the Monday night prior to an election receive a pro-rated fee based on four hours of the applicable 14-hour daily rates listed above. These pro-rated Monday night fees are:
 - Clerk 2: \$52.97
 - Clerk 1: \$45.91
 - Assistant Clerk: \$35.31
 - Inspector: \$30.02
 - Deputy Sheriff (Poll Deputy): \$ 30.02
 - Election Specialist (ES): \$ 42.38
 - Data Transmission Specialist \$42.38
 - Administrative Troubleshooter (ATS): \$ 45.91

- For non-County employees assigned to Early Voting sites, the daily flat fees apply for the duration of the Early Voting period.