

COUNTY OF SAN DIEGO

THE NOBLEST MOTIVE IS THE PUBLIC GOOD



CHIEF, DEPARTMENTAL OPERATIONS VOTER SERVICES DIVISION

Registrar of Voters

Anticipated Hiring Range \$100,000 TO \$110,000

Excellent Benefits Package

www.sandiegocounty.gov

CHIEF, DEPARTMENTAL OPERATIONS | COUNTY OF SAN DIEGO

REGISTRAR OF VOTERS | VOTER SERVICES DIVISION

The County of San Diego, Registrar of Voters (ROV) invites résumés from qualified candidates for Chief, Departmental Operations to fill a vacancy in the Voter Services Division.

The Chief, Departmental Operations is an unclassified management classification reporting directly to executive management and oversees a major functional area or several small programs including creating program policy and supervision of staff. This position provides leadership and oversight over the functions and activities of the Department's Voter Services Division.

THE POSITION: The primary responsibilities are to direct the processing of voter registration affidavits; maintenance of voter registration records; verification of State and local petitions (i.e. initiative, referendum, recall and nomination); organization of call center functions; management of mail ballot program and mail ballot voter records, including preparation, mailing, verification, and processing of mail ballots; coordination with external organizations including United States Postal Service and ballot printing and mailing contractor; ensuring State and federal reporting requirements are completed; and coordination of San Diego County Employee Retirement Association Board Member Elections. The Chief, Department Operations provides leadership, supervision, and management of staff responsible for voter service activities.

THE IDEAL CANDIDATE: The ideal candidate will be a decision-maker who is dedicated to the highest ethical standards, ensuring responsible stewardship of all that is entrusted to the Department, and be committed to achieving excellence. His or her professional history will demonstrate the following leadership competencies, attributes, and experience:

- Election operation experience including familiarity with election technologies, voting procedures, and election laws. Nine years of election experience such as supervising the operations of a section responsible for carrying out process and procedures related to the administration of an election is highly desirable
- Program management including budget development, supervision, program development and evaluation, and policy development
- Strong consensus-building skills while developing and maintaining long-term relationships. Influence and persuasion skills; developing interpersonal relationships with a wide range of individuals while balancing public policy and a wide range of organizational initiatives
- Situational leadership skills with emphasis on coaching and mentoring direct reports and teammates

MINIMUM QUALIFICATIONS : Qualified candidates will possess a bachelor's degree from an accredited college or university, or a certified equivalency for foreign studies, AND five years of experience that demonstrate the ability to perform the essential functions of the classification which include two years of management or supervision; OR a combination of experience and/or education. **Note:** A master's degree or higher degree may substitute for a total of one year. In order for education to substitute for work experience as indicated above, college level coursework must demonstrate progress toward a degree and may be substituted on a year-for-year basis. Qualifying experience will include CAO Staff Officer or Project Manager experience in the County of San Diego that involves leading projects.

COMPENSATION: The anticipated hiring range upon appointment for this position will be \$100,000 to \$110,000. Placement within this range is dependent upon the qualifications of the successful candidate. Annual salary reviews are performance-based and goal-oriented.

BENEFITS

- Fifteen days of paid vacation, thirteen days of paid sick leave, and thirteen paid holidays
- Medical, dental, and vision insurance plans
- Disability Insurance, Life Insurance, and Accidental Death & Dismemberment Insurance
- Flexible Management Benefit Package – a monthly credit may be used to select benefits from a group of options
- Defined benefit retirement program
- Reciprocity with other governmental retirement systems may be granted; for further information, please review the [San Diego County Employees Retirement Association](#) website
- Deferred Compensation Program (457) and 401(a) plans
- May be eligible for relocation allowance up to \$10,000

REGISTRAR OF VOTERS

The Department's mission is to conduct voter registration and voting processes with the highest level of professional election standards, including accountability, security, and integrity, thereby earning and maintaining public confidence in the electoral process.

The Registrar of Voters (ROV) is entrusted with providing the means for all eligible citizens of San Diego County to exercise their right to actively participate in the democratic process. The Department works to ensure widespread, ongoing opportunities to register and vote in fair and accurate elections for all Federal, State and local offices and measures. The ROV is also responsible for providing access to the information needed for citizens to engage in the initiative, referendum, and recall petition processes.

To ensure these critical services are provided, the ROV has 68 full-time permanent staff and a budget of \$21.2 million. Depending on type and complexity of the election process, the Department hires hundreds of temporary election and poll workers.

For additional information, please review the [Registrar of Voters](#) website. The ROV is part of the Community Services Group.



THE COUNTY OF SAN DIEGO

The mission of the County of San Diego is to provide the residents of San Diego County with superior County services in terms of quality, timeliness, and value in order to improve the region's Quality of Life.

- The County covers 4,261 square miles, extending 75 miles along the Pacific Coast from Mexico to Orange County and inland 75 miles to Imperial County along the international border shared with Mexico.
- San Diego enjoys a wide variety of climate and terrain, from coastal plains and fertile inland valleys, to mountain ranges, forests, and the Anza-Borrego Desert. The average annual rainfall is only 10 inches.
- The County is governed by a five-member Board of Supervisors elected to four-year terms in district, non-partisan elections.
- There are 18 incorporated cities and a large number of unincorporated communities.
- County services are provided by five business groups, that are headed by General Managers, who report to the Chief Administrative Officer (CAO).
- The County has a budget of \$5.7 billion and provides services to the residents of the County through approximately 17,000 employees in 42 different departments.

GENERAL MANAGEMENT SYSTEM

The County engages in a continuous cycle of planning, implementing, evaluating, and renewing the planning process. The County's comprehensive guide for managing this cyclic process is called the General Management System (GMS). By communicating and adhering to this business model, the County of San Diego is able to maintain an organizational culture that values transparency, accountability, innovation, and fiscal discipline which provides focused, meaningful public services.

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

Résumés may be submitted online at www.sandiegocounty.gov/hr select the link for jobs.

Résumés should include academic degrees held and dates conferred, employment history and positions held, dates of service, areas of experience, levels of responsibility, reporting structure, key duties performed, and number of direct reports or staff. An evaluation board will convene to review submittals and identify top competitors to be considered for further evaluation.

The first review of résumés for this recruitment will be February 9th, 2018.

SPECIAL NOTES

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority. The provisions of this job announcement may be modified or revoked and do not constitute an expressed or implied contract. Qualified women, veterans, minorities, and persons with disabilities are encouraged to apply. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

The County of San Diego and its employees embrace the *Live Well San Diego* vision: A region that is Building Better Health, Living Safely and Thriving. For more information please visit www.livewellsd.org.



Under California Government Code Sections 3100 - 3109, public employees are designated as **disaster service workers**. The term "public employees" includes all persons employed by the state or any *county*, city, state agency, or public district. Disaster service workers are required to participate in such disaster service activities as may be assigned to them by their employer or by law.



The County of San Diego is committed to valuing diversity and practicing inclusion because our diverse workforce is our greatest asset and our customers are our number one priority.

CONTACT INFORMATION

You may direct any questions regarding the application and selection process to Anna Lisa Acedo, Human Resources Services Manager, at AnnaLisa.Acedo@sdcounty.ca.gov or 858-505-6530. Questions about the position or department should be directed to Linda Holt, Group Human Resources Director for the Community Services Group at Linda.Holt@sdcounty.ca.gov or 619-531-5116.

Class No. 000927
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