

RESOLUTION R17-42

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALOS VERDES ESTATES, CALIFORNIA ESTABLISHING A TEMPORARY ELECTIONS ASSISTANT CLASSIFICATION TO THE CITY'S UNREPRESENTED CLASSIFICATION PLAN

THE CITY COUNCIL OF THE CITY OF PALOS VERDES ESTATES, CALIFORNIA RESOLVES:

Section 1. Pursuant to Rule III, Section 2, entitled "Revisions to Classification Plan," of the City of Palos Verdes Estates Personnel Rules, the Classification Plan is hereby amended to establish the position of Temporary Elections Assistant. The job specification for this classification shall be described in the job description attached hereto as Exhibit A. A person holding a position in this classification shall be compensated at the rate of fifteen dollars (\$15.00) per hour.

Section 2. The City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original resolutions.

PASSED, APPROVED, AND ADOPTED on this 11th day of December, 2017.



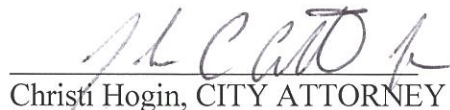
James Vandever, MAYOR

ATTEST:



Lauren Pettit, DEPUTY CITY CLERK

APPROVED AS TO FORM:



Christi Hogin, CITY ATTORNEY

Handwritten signature or scribble

EXHIBIT A

CITY OF PALOS VERDES ESTATES JOB DESCRIPTION

JOB TITLE: ELECTIONS ASSISTANT (*Temporary*)

Department: Administration - City Clerk's Office

FLSA Status: Non-exempt

Designation: Unrepresented

Definition

The Temporary Elections Assistant, working under the supervision and general direction of the City Manager and/or designee, is responsible for performing a variety of basic clerical duties, including data entry, filing, answering phones; as well as, service the public in support of the election process. The majority of duties are of a routine nature and can be learned in a brief period of time, with minimal interpretation and instruction.

Duties

To serve the voting and candidate public by performing a variety of elections services and to perform other duties and services, as assigned, within the confines of elections services. The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned. The Temporary Elections Assistant performs the following:

- Receives, opens, and processes voted ballot card boxes from different precinct locations.
- Checks ballot card envelopes for write in votes and determines if vote is valid according to election laws and regulations and tallies the votes.
- Checks ballot cards for extraneous material or chads that would inhibit processing by computer and removes material.
- Receives computer processed ballot cards and stores in appropriate container according to precinct location.
- Records storage location of voted ballot cards from each precinct so as to facilitate prompt location.
- Refers problems to supervisor.
- Participates in voter outreach activities by distributing voter information materials and registration forms that address different topics on voter registration, the election process, new election legislation as well as what types of programs the Department offers.
- Assists in recruiting poll workers.
- Explains polling place operations and election processes in response to questions from the public and public officials.
- Performs a variety of clerical duties related to elections process such as mailing election

- materials, checking, listing, and packing sample ballots.
- Loads and unloads election materials and supplies.
 - Answers telephones and responds to routine telephone inquiries; refers callers to appropriate supervisor or informational source for more detailed information.
 - Data enters a variety of elections material and document information, including but not limited to, voter affidavits and petitions into appropriate computerized records.
 - Proof read and/or verify various election materials.
 - Store, inventory, and/or retrieve a variety of election materials for office and management staff, for the voting public, and/or for candidates, nominees, or a variety of government officials.
 - Sort, open, unfold, duplicate, and review ballots and registration cards.
 - Set up and/or maintain various equipment and furniture.
 - Receives and assists the walk-in public and answers routine elections questions.
 - Provides information and issues appropriate elections and/or voter registration cards and forms.
 - Assists with the overall maintenance of records and documents related to City and departmental operations using records systems and computerized databases;
 - General office duties as called upon;
 - Responds to questions from the public and City staff requiring the understanding of City records, ordinances, resolutions, departmental and City policies and regulations;
 - Assists with preparation of City Council agendas and associated materials;
 - Assists in conducting municipal elections;
 - Types reports, forms bulletins, memoranda, schedules, correspondence, and notices of a recurring nature;
 - Assists with schedule of City meeting rooms;
 - Assist at the public counter and receptionist desk.
 - Does related work as needed.

Qualifications

Knowledge and Abilities:

- General office procedures.
- Read, interpret and apply policies, procedures, rules and regulations.
- Use word processing and data base and other relevant software.
- Operate standard office equipment.
- Make independent decisions.
- Follow oral and written instructions.
- Work cooperatively with staff, residents and other entities.
- Work under pressure with strict deadlines.
- Effectively communicate both written and verbal.

Experience and Education:

Any equivalent combination of training, education and experience, which provides the individual with the required knowledge, skills and abilities to perform the job. To include:

- High school diploma/GED

- One year of clerical experience or election experience
- Some college course work (preferred)

Physical Requirements

Moderate; typical office setting with prolong periods of sitting; may require some driving to different locations. General use of standard office equipment, including a computer and computer screen for extended periods of time. Intermittently twist to reach office equipment; bend, squat and kneel when filing or stocking; walk and stand when operating office equipment; write or use a keyboard to communicate through written means; hear and talk with the public; file papers and reports. May lift, load, push, or pull up to 25 pounds. Ability to hear and speak to communicate in person or over the telephone. Must be able to handle stressful situations.

The City of Palos Verdes Estates is an Equal Opportunity Employer. This job description includes a list of ADA essential job duties performed by the classification. Duties cannot include, and are not intended to include, every possible task performed by each individual employee assigned in this classification. Palos Verdes Estates will provide reasonable accommodations to qualified individuals with disabilities, in compliance with the Americans with Disabilities Act, and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS:
CITY OF PALOS VERDES ESTATES)

I, Lauren Pettit, Deputy City Clerk for the City of Palos Verdes Estates, California, do hereby certify that the foregoing Resolution **R17-42** was duly and regularly approved and adopted by the City Council of the City of Palos Verdes Estates at its Adjourned Regular Meeting of the City Council on the 11th day of December, 2017, by the following vote:

AYES: COUNCILMEMBERS: Vandever, Peterson, King, Davidson, Kao

NOES: COUNCILMEMBERS: None

ABSENT: COUNCILMEMBERS: None

RECUSED: COUNCILMEMBER: None



Lauren Pettit, Deputy City Clerk

