



DEAN C. LOGAN
Registrar-Recorder/County Clerk

December 31, 2019

TO: Supervisor Kathryn Barger, Chair
Supervisor Hilda L. Solis
Supervisor Mark Ridley-Thomas
Supervisor Sheila Kuehl
Supervisor Janice Hahn

Sachi A. Hamai, Chief Executive Officer

FROM: Dean C. Logan,  Registrar-Recorder/County Clerk

**MONITORING THE USE OF CONTRACT TEMPORARY EMPLOYEES
(ITEM NO. 29, AGENDA OF SEPTEMBER 3, 2019)**

On September 3, 2019, your Board approved a motion on Monitoring the Use of Contract Temporary Employees directing the Registrar-Recorder/County Clerk (RR/CC) to provide recommendations for adjusting election staffing moving forward, including RR/CC's efforts to hire County staff to meet the needs under the newly established Voting Solutions for All People (VSAP) model and to work in collaboration with the Departments of Workforce Development, Aging, and Community Services (WDACS) and Public Social Services (DPSS) to outreach, train, and hire Board-identified priority populations and County clients.

Election Staffing under VSAP

On October 31, 2019, the RR/CC completed its data-driven Time and Motion study by utilizing Lean Six Sigma (LSS) principles to assess staffing resources needed for full implementation of VSAP in the upcoming Presidential Primary Election in March 2020. The assessment included temporary, permanent and short-term contract staffing options. This process allowed the Department to conduct a critical review of duties and responsibilities of all staff affected by multiple operational components of VSAP to ensure existing personnel resources are fully maximized.

The outcomes of the Time and Motion study yielded that staffing allocation will reach a peak level in February 2020 by onboarding 1,416 temporary staff broken down into four (4) classifications: Clerk, NC (765); Election Assistant I, NC (178); Election Assistant II, NC (437) and Election Assistant III, NC (36).

As a supplement to the Department's temporary positions, contract staffing services are also required to meet the operational needs for full implementation of VSAP. A total of 850 short-term contract staff positions will be allocated for various operational areas, including technical, non-technical, warehouse and multilingual services.

Additionally, based on the Time and Motion study and in anticipation of the increase in workload for the Presidential Election in November 2020, the Department will be requesting 200 additional Election Assistant II ordinance items for Fiscal Year 2020 – 2021 reducing reliance on short-term contract employees in future election cycles.

Collaboration with WDACS and DPSS

The Department met with WDACS and DPSS to assess and outreach to their constituents -- individuals receiving public assistance funds and subsidies -- to find jobs within the County. Programmatic requirements and limitations presented by WDACS and DPSS, stipulate that their constituents would be required to obtain full-time, permanent employment. As such, temporary and short-term positions available through RR/CC; which include transportation requirements and technical skills for VSAP implementation were deemed initially not a programmatic match; however, the Department will continue to collaborate with WDACS and DPSS to identify potential skills building and training opportunities that offer potential benefits for Board-identified priority populations and County clients.

Continued Monitoring of Staffing Resources

The RR/CC will continue to monitor the staffing resources and allocations for both temporary and contract staff and will conduct a post-election assessment to address the appropriateness of the staffing levels as predetermined through the Time and Motion study and experienced through the March 2020 election. Variances, efficiencies and improvements will be identified to streamline the November 2020 staffing levels.

The Department will report again to your Board by December 31, 2020 following the full election cycle including the March and November elections, the actual staffing resources allocated to and deployed by the Department.

If you have any questions or need additional information, please contact me or your staff may contact Jacklin Injijian at (562) 462-2299 or jinjijian@rrcc.lacounty.gov.

DCL:JI:tk

c: WDACS
DPSS