Memorandum

MIAMI-DADE COUNTY

Date: September 4, 2007

Agenda Item No. 14(B)1

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

From: George M. Burgess
County Manager

Subject: Report Regarding Elections Department New Clerk Certification Program

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The attached report was prepared by Supervisor of Elections Lester Sola in response to a memorandum from Commissioner Dennis Moss dated August 2, 2007 (Attachment 1) regarding the new Clerk Certification Program.

This program was created in an effort to increase the level of knowledge and skill available to voters in every precinct. This is only one of several initiatives spearheaded by the Supervisor of Elections that will improve the way we handle elections in Miami-Dade County. Other improvements have already been seen in technologies that have made election results available faster, and have automated the absentee ballot and other procedures in smart and efficient ways.

I am proud that Miami-Dade County is a leader in the state and continues to find ways to elevate the elections process. This training curriculum improves accountability in our elections, and I support the changes that the Supervisor of Elections has implemented.

Assistant County Manager

Memorandum

MIAMI-DADE COUNTY

Date: August 20, 2007

To: George M. Burgess
County Manager

From: Lester Sola
Supervisor of Elections

Subject: Elections Department Newly Introduced Clerk Certification Program

In a memorandum dated August 2, 2007, Commissioner Moss requested that a report be presented to the Board of County Commissioners concerning the Elections Department's Clerk Certification Program, which has recently been implemented by the Department's Training and Outreach Division. Commissioner Moss had specific questions in his memorandum, which are addressed in this report.

Historically, the skills required of those individuals who were hired as pollworkers were extremely minimal. There was a very basic set of criteria for pollworkers to be employed at a precinct on Election Day. When I became Supervisor of Elections, I realized that pollworkers are the face of the Elections Department, holding voter confidence almost solely in their hands. On Election Day, voters are not generally concerned with logistics, voter registration, absentee ballot processing or even the critical tasks of coding and tabulating an election. They depart from precincts with an impression of how the entire electoral system functions based on the knowledge and experience of the pollworkers they encounter.

Research showed that during the November 7, 2006 General Election, 280,000 Miami-Dade voters interacted with over 5,000 pollworkers on Election Day with varying experiences. Post-election audits revealed that pollworkers tend to repeat the same errors in filling out forms, returning supplies, etc. This information led me to conclude that we needed to revamp our training mechanisms. It became apparent that the Department needed to move beyond the status quo and make improvements in this deficient area. Moving into the 2008 election cycle, with a higher anticipated voter turnout than in 2006, using the same training methods was not in the best interest of this County or the voters.

Per Florida Statute 102.014, all pollworkers receive training prior to each election; however this did not include an exam. Pollworkers were required to attend a mandatory training class, where they observed policies and procedures in a classroom presentation format and were assigned to work unless the trainer observed behavior that indicated the person was unfit for that position. After considering the troubling experiences cited by my training staff, which had long been ignored, and listening to the voters' experiences at the polls, I decided it was essential to put our pollworkers to the test, literally, to ensure they possessed the knowledge necessary to competently assist voters. A more comprehensive, more interactive training curriculum was particularly imperative for those individuals serving in the Clerk and Assistant Clerk positions.

Each precinct consists of the following employees:

- Clerk (precinct manager)
- Assistant Clerk (assistant to the precinct manager/acting clerk in their absence)
- Inspector (check-in personnel, accompany voters to the voting equipment)
- Poll Deputy (maintain order outside the precinct)

Since the Clerk is the manager of the precinct, charged with supervising the opening and closing of the precinct, assisting voters with more complex scenarios, filing out sensitive forms, and supplying guidance to the other precinct staff, we decided to begin this approach with a "Clerk Certification Program" to

ensure these managers were qualified for the position. At this point, the Clerks and Assistant Clerks are the only pollworkers who are participating in this new style of training.

The answers to Commissioner Moss' questions below will provide additional program details.

1. What is the new testing procedure?
As mentioned above, the traditional classroom setting using presentation style training to explain procedures and elections laws is a thing of the past. Clerks and Assistant Clerks are now involved in an eight hour, completely interactive course where they perform precinct set-up/closing and other Election Day procedures using the same equipment and forms they use at the precinct. The same material presented in past training classes is taught here, in a more hands-on setting. The new element is the introduction of the pass/fail training curriculum, which includes the successful completion of various exercises and an exam. Six exercises are given throughout the day, ranging from opening/closing procedures, proper provisional and absentee ballot processing to the completion of State Statute required forms and affidavits.

Attendees must successfully complete each exercise, including the open book exam, and receive a combined score of at least an 80% to pass the course. If these criteria are met, Clerks and Assistant Clerks become "certified," which grants them the ability to continue working in this capacity. However, if attendees receive a combined score of 60-79%, we allow them the opportunity to take the course once again to retain their position. If they do not pass a second time with a combined score of at least an 80% or failed the first time with a combined score of 59% or less, we encourage them to continue serving in the inspector position. This training will be offered once a year in a series of classes and certification is valid for two years. This training class is in addition to the state mandated condensed training prior to each election.

2. What is being tested?
Clerks and Assistant Clerks are tested on their ability to perform routine tasks that occur while managing a precinct and participate in mock scenarios that they will likely encounter throughout Election Day.

3. Why was the procedure necessary?
There are a series of forms that must be filled out during Election Day and upon precinct closing. Those forms are transferred back to the Department and are critical for auditing purposes after the election. At times, these forms are improperly filled out and/or do not get properly submitted. This makes the reconciliation process more difficult and timely. Additional post-election efforts are required by department staff to compensate for shortcomings, which create an inefficient and unnecessary process. This implies the clerks do not know proper procedure despite training in this area. In an effort to make elections as error-proof as possible, we decided to test our clerks on their knowledge. This initiative is a proactive approach to identifying those who are not qualified to perform this job.

We cannot afford to take chances with the proper completion of these duties. Florida Statute requires that the Canvassing Board certify with the Division of Elections that all election results have been reconciled to the number of persons who voted and the number of ballots cast. Therefore, the accuracy with which pollworkers perform their Election Day duties is critical. Election Day staff must be held to the same standards as Miami-Dade County employees to "deliver excellence." Thus, as a result of this program, those Clerks and Assistant Clerks who do not pass the class are no longer able to serve in that capacity.

4. Do other counties use a similar procedure?
As far as I am aware, other counties use the standard training curriculum mandated by the State. By implementing these new criteria, Miami-Dade County is once again a leader in elections procedures.

However, I do believe other counties will soon be developing a similar, if not identical program, as I have had numerous requests for our materials from several Supervisors of Elections across the state, in addition to several commendations from various elections administrators. The feedback, as a result of recent media coverage, has been very favorable. My office has not received any concerns or complaints regarding the implementation of this program.

5. What effect will it have on our number of poll workers?
We currently maintain a database of approximately 6,000 pollworkers; approximately 1,200 of which are required for the Clerk and Assistant Clerk positions. This program will not affect the overall number of pollworkers we will employ because those who fail are offered the inspector position, but it will affect the number qualified to serve in a management position. To counteract this situation, we will be actively surveying those individuals who have worked in other capacities and give them an opportunity to take the test and become eligible for a promotion. Many of the remaining pollworkers serving in other capacities have acquired significant experience that would qualify them for increased responsibilities.

While the true impact of this program remains uncertain at this point, I firmly believe it is necessary to continue with this exercise to ascertain our clerks' ability to manage a precinct and weed out those who are unqualified to perform this critical function.

6. Could some alternative method have been used to better prepare our poll workers?
We found that the previous approach, sanctioned by the State, was not an effective means to identify the best managers. The previous training curriculum consisted of lectures, power point presentations, and limited hands-on exercises. That approach did not measure the Clerks' real capabilities, which resulted in poor performance on Election Day. A pass/fail training curriculum is the only true way to measure ability and assign responsibilities according to knowledge and skill.

7. Did some veteran poll workers choose not to take the test and why?
Of the 972 program attendees thus far, 33 attendees decided not to participate in the class once they arrived at the training and learned our new procedure. Some were due to illness, and others presumably did not want to be tested.

8. Is there a sample test that can be reviewed?
Please see Attachment 2.

9. When was the new procedure authorized and was the Commission consulted on the matter?
The program was launched in May 2007, as an internal policy decision not subject to Board approval. The Supervisor of Elections is granted authority by the Secretary of State to develop and administer appropriate training curriculum(s). However, the Board was advised of this new curriculum in June 2007 when Resolution 708-07 was adopted, modifying the Election Board and Support Personnel Compensation Schedule (Attachment 3).

10. The failure rate on any test administered so far.

- 1,525 Clerks and Assistant Clerks have been scheduled to attend the training class
- 972 have already attended training and taken the exam
- 634 have passed
- 338 have failed

An approximate 35% failure rate thus far validates my concern that there were Clerks and Assistant Clerks previously assigned to this position that should not be the manager of a precinct. This is one of the most vital jobs in the Elections Department and requires a thorough understanding of policies and

complete competency to follow procedures. While it is unfortunate to lose Clerks and Assistants who have served this County, we need the best qualified men and women on the job.

In turn, we can enter the 2008 election cycle feeling confident that each precinct is in competent and capable hands. To that end, we congratulate and express gratitude to each Clerk and Assistant Clerk who excels in the program and thank them for continuing to dedicate their time to this County. Without a doubt, it is due to their commitment to knowledge and dedication to proper execution that recent elections have been a success.

As you know, I have recently made changes to the Training and Outreach Division, including the replacement of the Deputy Supervisor who oversaw these critical functions, in an effort to improve deficiencies such as those described in this memorandum. Gary Hartfield, previously with your office, will now take on these responsibilities. I believe his experience and fresh outlook will not only offer novel ideas to replace those pollworkers we have lost, but will enable us to recruit more qualified individuals with a higher skill set and reward those pollworkers who continue to provide their valuable services to Miami-Dade County and its voters.

Attachment 1

MEMORANDUM

OFFICE OF COMMISSIONER DENNIS C. MOSS

MIAMI-DADE COUNTY BOARD OF COUNTY COMMISSIONERS

☐ **Downtown Office**
111 NW 1st Street, Suite 320
Miami, Florida 33128
(305) 375-4832 ~ Fax (305) 372-6011

☐ **District North Office**
10710 SW 211th Street, Suite 206
Miami, Florida 33189
(305) 234-4938 ~ Fax (305) 232-2892

☐ **District South Office**
1634 NW 6th Avenue
Florida City, Florida 33034
(305) 245-4420 ~Fax (305) 245-5008

Date: August 2, 2007

To: George Burgess, Miami-Dade County Manager

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

From: Dennis C. Moss
Board of County Commissioners, District 9 Dennis C. Moss

Re: The New Proposed Poll Worker Testing Procedures

I am requesting a report be provided to the BCC on the new proposed poll worker testing procedures that I was recently made aware of, by watching a GOE Committee Meeting. I would like the report to cover the following:

1. What is the new testing procedure?
2. What is being tested?
3. Why was the procedure necessary?
4. Do other counties use a similar procedure?
5. What effect will it have on our number of poll workers?
6. Could some alternative method have been used to better prepare our poll workers?
7. Did some veteran poll workers choose not to take the test and why?
8. Is there a sample test that can be reviewed?
9. When was the new procedure authorized and was the Commission consulted on the matter?
10. The failure rate on any test administered so far.

These are pretty straight forward questions that can be responded to right away. I am therefore requesting that this report be available at the first meeting of the Board in September. These issues are being talked about in the community and on the radio and I sense that a storm is brewing as a result, because people are very concerned about the new procedures impact on poll workers and upcoming elections.

DCM/sle

Name: _____ Date: _____

Clerks & Assistant Clerks Test

For each of the following, please select the correct answer.

1. Which items do you **NOT** record on **Certificate No. 1** Monday night?
   a. Number of Voter Authorization Slips
   b. Ballot Supply Box seal number
   c. Activator Case seal number
   d. Number of unvoted Provisional Ballots

2. Who must take the **Oath** on Tuesday morning?
   a. Clerk, Assistant Clerk and Inspectors
   b. Inspectors, Poll Deputy, Clerk and Assistant Clerk
   c. Poll Deputy and Elections Specialist only
   d. Elections Specialist, Inspectors, Clerk and Assistant Clerk

3. Which of these items must be sealed Tuesday morning?
   a. Clerk's Kit
   b. Results Bag
   c. Ballot Supply Box
   d. Activator Case
   e. All of the above

4. When do you use the **Absentee Ballot Sent List** to update the precinct register?
   a. Monday afternoon and Tuesday morning
   b. Election morning, before the polls open
   c. When you have the time
   d. We don't have to update the register

5. A voter has recently moved into your precinct and is not in the register. What do you do?
   a. Issue a Provisional Ballot
   b. Complete an Affirmation form to be verified by the ES
   c. Ask for proof that they have moved
   d. Send them to vote at their old precinct

6. On Election Day, where do you file the completed **Affirmation** forms?
    a. Document Folder
    b. The big folder they came in
    c. Ballot Supply Box
    d. Voter Authorization Slip Case

7. Which of these voters are entitled to a Provisional Ballot?
    a. Voter who is in the register, but has no ID
    b. Voter who disputes our records that she is a convicted felon
    c. Voter who disputed our records that he has already voted absentee
    d. All of the above

8. A voter has left your precinct without pressing the VOTE button. What do you do?
    a. Press the button yourself
    b. Get the ES to help you
    c. Get another member of the board and CAST the ballot manually
    d. CANCEL the ballot manually

9. After the polls close, voted Provisional Ballots are packed in:
    a. The Clerk's Kit
    b. The Ballot Transfer Bag
    c. The Results Bag
    d. The plastic zip lock bag

10. After the polls close, you take the *completed* **Certificate No. 2** to the Collection Center in:
    a. Ballot Transfer Bag
    b. Document Folder
    c. Manila envelope
    d. Results Bag

11. Voters are allowed to keep Voter Authorization Slips.
    True False

12. You have to wait until 7:00 AM on Tuesday to call Election Central to let them know your precinct is ready.
    True False

13. Voters may bring sample ballots into the precinct for their own use.
    True False

14. It is OK to let a voter vote without an ID as long as a member of the board knows them.
    True False

15. The Activator Inspector MUST see the Voter Authorization Slip before allowing the voter to use the iVotronic.
    True False

16. A voter who recently moved here from another Florida county must wait 29 days to be eligible to vote.
    True False

17. Only the Clerk can activate a Touch Screen Provisional Ballot on the Audio iVotronic.
    True False

18. A Poll Watcher is allowed to assist a voter if all the Inspectors are busy with other voters.
    True False

19. The Check-In Inspector must write the Voter Information Number on the Voter Authorization Slip.
    True False

20. If AB RETURNED is stamped on the precinct register, it means the voter:
    a. Has voted Absentee Ballot
    b. Votes a Provisional Ballot
    c. Should show ID
    d. Should see the Clerk

21. On Election Day morning, you must write the Ballot Box seal number on which form?
    a. Certificate No 1
    b. Certificate No 2
    c. Precinct Security Form
    d. Before the Polls Open Checklist

22. The 100 foot NO SOLICITATION boundary is measured from which door?
    a. Door to the polling building
    b. Door to the polling room
    c. Sidewalk
    d. Side door

23. A voter who changed their address needs to complete which form?
    a. Certificate No 1
    b. Affirmation
    c. Declaration to Secure Assistance
    d. Declaration to Provide Assistance

24. What does the voter have to sign before being allowed to vote?
    a. Precinct Register
    b. Declaration Form
    c. Affirmation
    d. Provisional Ballot Certificate

25. Who has to stay behind at the precinct after the polls close on Election night?
    a. Clerk
    b. Assistant Clerk
    c. Poll Deputy and one Inspector
    d. Elections Specialist

Memorandum

MIAMI-DADE COUNTY

Date: June 5, 2007

To: Honorable Bruno Barreiro, Chairperson
and Members, Board of County Commissioners

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

From: George M. Burgess
County Manager

Subject: Resolution Rescinding Administrative Order 4-76, Election Board and Support Personnel Compensation Schedule, Replacing it with an Implementing Order

Recommendation

It is recommended that the Board adopt the attached Resolution rescinding Administrative Order (A.O.) 4-76, Election Board and Support Personnel Compensation Schedule, replacing it with an Implementing Order (I.O.).

The replacement of the existing A.O. with the I.O. creates a more equitable pay scale for persons performing duties associated with elections in Miami-Dade County by providing flexibility to increase or decrease the rate of pay annually depending on individual performance and economic factors. This flexibility is critical as the Elections Department (the Department) is finding it increasingly difficult to recruit individuals who are able to keep up with the higher demands placed on today's pollworkers. The flexibility will also allow us to provide incentives to those pollworkers who perform exceptionally in their assigned duties on Election Day. The ability to properly compensate individuals will assist in recruiting personnel who possess higher technical skills than were previously necessary.

Scope

The scope of this I.O. is countywide in nature. The pollworkers who are affected by these changes assist during both countywide and municipal elections; and correlating compensation with performance will increase pollworker productivity and efficiency, thereby increasing voter confidence throughout the County.

Fiscal Impact

While this recommendation does not automatically increase pollworker pay, it gives limited authority to the Supervisor of Elections to increase or decrease compensation by 20% each year. This is similar to the limited authority provided in the existing AO 4-76 that allowed an increase in compensation on a one time basis. Any potential cost increases will be offset as described below.

Depending on individual performance and economic factors, the fiscal impact could result in one of three scenarios - an increase or decrease of 20%, or remain the same. A twenty percent pay increase represents approximately $16-40 per election, depending on position. In the case that a 20% increase is granted, combined with the Pollworker Certification Program and the Performance-Based Pay (addressed below), the fiscal impact will be an increase of approximately $200,000.

The County will not incur this amount in full. Costs will be offset in the following three ways:

- State grants, which are awarded on an annual basis, to pay pollworkers for elections that contain federal races.
- Compensation for pollworkers who are utilized during municipal elections is reimbursed in full by the municipality.
- Once pollworkers participate in the Certification Program and become annually certified, they will only be required to take an online training class prior to each election, therefore reducing the cost of renting training facilities.

Track Record/Monitor
The Supervisor of Elections will be responsible for monitoring the execution of this Implementing Order.

Background
Administrative Order 4-76, as adopted by the Board on September 8, 2005, gave limited authority to the Supervisor of Elections, with the approval of the County Manager, to increase compensation, by up to twenty percent, only if at least one of two 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.

Since the A.O. was adopted, the Department has experienced both of these conditions to the point that has severely impacted our ability to recruit and retain qualified pollworkers. The Department continues to experience difficulties in acquiring qualified staff who can keep up with perpetual changes in State laws and additional responsibilities associated with technology. To combat this, the Department has created a new in-depth training curriculum as well an incentive based program. Since the last A.O. was adopted, several events have transpired warranting the creation of a new I.O.:

- Recruiting and retaining capable pollworkers is becoming a serious challenge for the Department. Feedback from past and present pollworkers suggests this is primarily due to compensation. In addition, our research shows that Miami-Dade's pay scale is not comparable with those of Broward, Duval, Palm Beach, Clayton (GA), Fulton (GA), Chicago (IL), and New York (NY). See attachment. The ability to increase the pay annually, if market factors indicate such, will bring us in line with other counties.

- The responsibilities of the Election Board and other support staff are constantly increasing due to legislative and procedural changes. Thus, the Department requires that pollworkers have a greater ability to understand and implement election laws and keep up with changes in technology. It is the intent of the Department to compensate equitably in order to retain personnel with the necessary skill set.

- Inversely, the amendment grants the Supervisor of Elections the ability to decrease the rate of pay depending on performance and economic factors.

- The creation of the Pollworker Certification Program provides comprehensive, hands-on training of Election Day policies and procedures and demonstrates how these procedures impact the entire election process from supplies collection to tabulation; and ultimately the certification of the election. Pollworkers who participate in the annual Certification Program will be granted a flat rate of $55.62 upon completion of the session and passing of the final exam.

- The creation of the Performance-Based Pay provides an incentive to pollworkers to band as a team to deliver excellence at the polls. Each pollworker within select precincts will receive $20-$25, depending on position, for following all policies and procedures as outlined in our training manuals. This incentive prompts each pollworker to take particular interest in excelling as a team. This Performance-Based Pay will result in the auditing staff performing their duties more efficiently and will provide more timely reconciliation of election results.

Approving the dissolution of Administrative Order 4-76 and replacing it with an Implementing Order will create a more equitable pay scale and develop flexibility in compensation rates based on both performance and economic factors. In addition, it would further enhance the Department's efforts to recruit, train and retain capable poll workers in preparation for the 2008 Presidential Election by aligning Miami-Dade County's rates with the compensation schedules of other major counties.

Assistant County Manager

MEMORANDUM

(Revised)

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

DATE: June 5, 2007

FROM: Murray A. Greenberg 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)
06-05-07

RESOLUTION NO. _____

RESOLUTION RESCINDING ADMINISTRATIVE ORDER 4-76, ELECTION BOARD AND SUPPORT PERSONNEL COMPENSATION SCHEDULE, AND APPROVING IMPLEMENTING ORDER _____ TO CREATE A MORE EQUITABLE PAY SCALE AND PROVIDE FLEXIBILITY TO INCREASE OR DECREASE THE RATE OF PAY DEPENDING ON ECONOMIC FACTORS

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 rescinding of Administrative Order 4-76, Election Board and Support Personnel Compensation Schedule, and approves the 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 Commissioner _____ who moved its adoption. The motion was seconded by Commissioner _____ and upon being put to a vote, 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
Dorrin D. Rolle	Natacha Seijas
Katy Sorenson	Rebeca Sosa
Sen. Javier D. Souto	

The Chairperson thereupon declared the resolution duly passed and adopted this 5th day of June, 2007. 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.

Oren Rosenthal

Miami-Dade County
Elections Department
2007 Poll Worker Pay Survey

Positions	Florida Miami-Dade	Florida Broward	Florida Duval	Florida Palm Beach	Georgia Clayton	Georgia Fulton	Illinois Chicago	New York New York
Same Board Clerk	203.94	230.00	250.00	255.00-280.00	240.00	215.00	250.00	260.00
Clerk	179.22	230.00	250.00	235.00	240.00	190.00	250.00	260.00
Asst. Clerk	142.14	185.00	190.00	200.00	185.00	120.00	250.00	260.00
Inspector	123.60	185.00	170.00	160.00	130.00	100.00	250.00	260.00
Deputy	123.60	185.00	170.00	150.00	115.00	100.00	250.00	260.00
ES/DTS	166.86	210.00	170.00	195.00				
ATS	232.85	210.00	300.00	155.00		190.00		
Standby	18.54	210.00	170.00	35.00-60.00		100.00		25.00

IMPLEMENTING ORDER

Implementing Order No.: [ ]
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 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.

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 Duties

COUNTY 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) Data Transmission Specialist	$148.32 $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 a 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) Data Transmission Specialist Administrative Trouble Shooter (ATS)	$148.32 $148.32 $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.