

New Position Request Form

This form is designed to assist you in describing the new position you are requesting and the justification for creating the new position. As the user department and knowledgeable of the position, it is important that the needs for the duties and responsibilities of the position are outlined to Human Resources and the Office Management and Budget in the following form.

Department: Recorder's Office		Division: Voter Registration Services
Contact Information	Name: Donna Diaz	Email: Donna.Diaz@pinal.gov
	Title: Deputy County Recorder	Phone: 520-866-7486

1. Introduction and Background:

Position Purpose and Background: the principal purpose or function of the requested new position.

A. Provide background detail as to why an additional position is needed. (i.e.: changes to law, changes in work demand, department reorganization?)

1) The Recorder's Office has 6 full time employees assigned to Voter Registration Services (VRS). With the increase in work demand, departmental reorganization was necessary. In the past year, managing the required activity for Pinal County within the State Voter Registration Database has required reassignment of 2 full time VRS employees (FTEs) dedicated to these duties alone. An AVID Specialist Team has been created within the VRS. This leaves 4 employees that are doing the work of 6.

2) VRS continues to see an increase in voter registration and the processes that are statutory required to complete and maintain the voter registration rolls. Since the year 2020, voter registration has increased at an average of just under 3% annually. Comparing the statistics from 2019 - 2020 General Election year and the increase of voting age population, it is anticipated that voter registration has the potential of increasing 12% from now until close of registration for the General Election. If this proves true, Pinal County Voter Registration will exceed 326,000 voters. This amount of work to statutorily process and maintain the voter registration rolls will require more than 4 FTEs.

3) Senate Bill 1411 which was passed in 2022 and will go into effect January, 2024 created an additional process when accepting ballots from early voters. When processing an early ballot, the receiving of a ballot and the signature verification was one in the same process. The Bill now requires that "Receiving" a ballot is a separate process from the signature verification. This process will increase the time to process an early ballot by Pinal County's Early Voter List consist of approximately 67% of active voters.

B. What will the position do? Please provide a detailed description of the position's duties and responsibilities, the estimated percentage of time spent in each, and any prerequisites necessary to perform the essential functions of this new position.

Under basic supervision, receives and reviews various official documents to determine appropriate actions based upon knowledge of statutory and regulatory requirements. Maintains the County Voter Registration of active and inactive voter listings. 70%

Processes and maintains record of official documents, voter registration forms and early ballots. 20%

Provide customer service and perform historical research of various public records in the County Recorder's Office (CRO). 10%

See attached for detailed information.

Requesting three (3) additional positions.

C. Are these duties and responsibilities currently being performed in the department? Yes No

If yes, provide the classification code and title for the position already performing these duties.

Grade 7 Deputy Recording Clerk

D. What alternatives were considered? Please provide a description of alternative solutions considered before deciding on a new position. (i.e. change to a process, redistribution of work) and why the new position is considered the best solution.

When staffing permits, the work has been distributed among various office staff. This arrangement resulted in neglect of other necessary work, duplicative efforts, different styles in writing and management, and requires added layers of oversight. Recording, Voter Registration and Early Voting responsibilities are plentiful and mandated throughout the year whether there is an active election or not. The position that is being requested will provide central oversight, singular responsibility and cohesive management of the work efforts across and among all disciplines within the Recording Services, Voter Registration Services and Early Voting Services.

E. Please provide a department organizational chart showing how this position will fit into the current departmental structure.

Attached Organizational Chart? Yes No (If no, please explain in an attachment)

2. Position Justification:

If the new position were not to be approved what impact would it have on your department and County business? What are the consequences for failing to have this new position created?

The consequences could lead to legal liability, erosion of public confidence, and increased expenses to the department to repair any non-compliance issues. Appearance of non-transparency and non-accountability could also cause the County embarrassment to the public.

3. Department Funding:

Department: Recorder	Fund Number: 10
Cost Center: 2150211	Fund Type: General
Will this be newly funded or will funds be redistributed within the current budget?	New <input checked="" type="checkbox"/> Redistribution <input type="checkbox"/>
If new funding, anticipated meeting date in which Board of Supervisors will review.	December 6, 2023 11/15/2023
If position elimination, please provide position number and budgeted salary.	PCN: Budgeted Salary \$
Will this position be funded with an Intergovernmental Agreement or Grant?	

5. Additional Comments or Attachments:

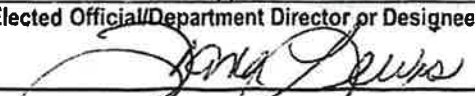
If additional room is needed to answer any of the sections of this form or you would like to provide any supplementary information or comments, please do so below or on an attachment. Indicate any attachments (i.e.: memo, comments, charts, graphs, data)

Additional attachments? Yes No

With changes to Arizona's election statutes, regulations and Elections Procedure Manual, the Recorder's Office finds the need to employ 3 full time positions dedicated to assure compliance with laws and regulations, implement and monitor best practices, and perform continuous audits throughout the processes to ensure that specifically the Voter Registration and Election responsibilities of this office are being met with the utmost integrity and accountability.

6. Department Approval:

I have reviewed and approve the contents of this new position description. I find the information provided is accurate and complete.

Elected Official/Department Director or Designee Signature:  Date: November 1st 2023

7. Human Resources and Budget Review

A. Human Resources Review and Recommendation

Human Resources has reviewed the new position request and is recommending:

- A current job classification exists within the Pinal County Classification system that is an appropriate job classification for the newly requested position based on the essential duties and responsibilities provided.

Classification code and title: Deputy Recording Clerk (05026)

- A new job classification is necessary as there is not an existing job classification that adequately depicts the essential functions of the newly requested position. Please be aware that all new job classifications must be approved by the Board of Supervisors subsequent to the process of classification development and market analysis of similar classifications.

Human Resources Analyst:

Courtney Obregon

Date:

11-2-2023

Human Resources Director or Designee Signature:

Claudia Lujan

Date:

11/2/2023

B. Office of Management and Budget Review

OMB has reviewed and found:

- There is sufficient funding within the current department budget to fund this new position.
- New funding is needed to fund this new position. BOS Meeting 11/15/23

Budget Director or Designee Signature:

MS Shepard
11/9/23

Date:

11/8/23

8. County Manager Approval

Approved Denied

County Manager or Designee Signature:

[Signature]

Date:

11/8/23

Submitted By:

Department:

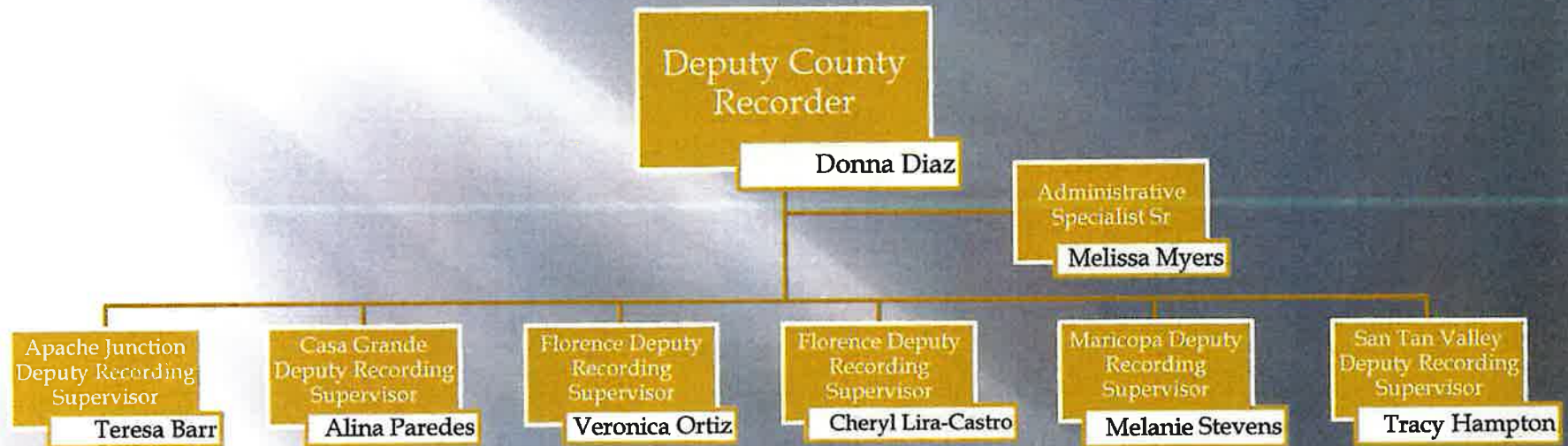
Requestor Name:

Position Request Date:

Pinal County Recorder



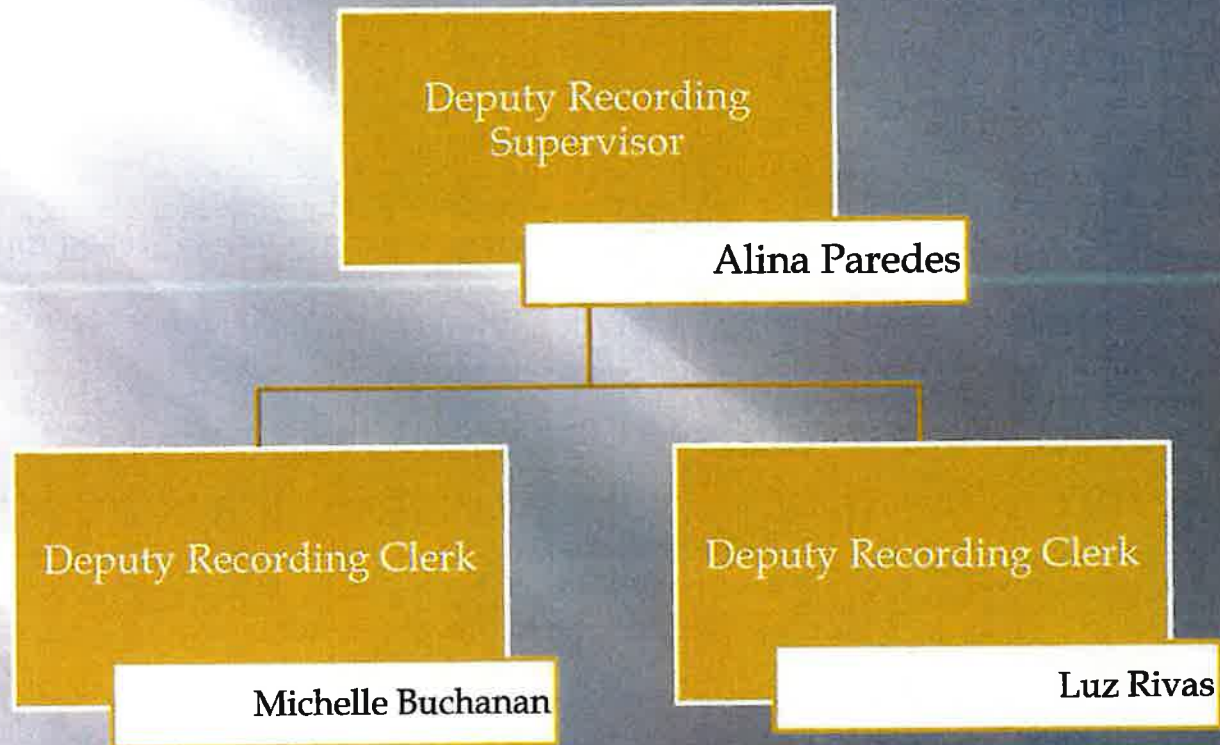
Deputy County Recorder



Apache Junction Recording



Casa Grande Recording



Florence Recording



Maricopa Recording

Deputy Recording
Supervisor

Melanie Stevens

Deputy Recording
Clerk

Vanessa Robinson

San Tan Valley Recording

Deputy Recording
Supervisor

Tracy Hampton

Deputy Recording
Clerk

Andrea Cruz

Records Management Services

Deputy Recording
Supervisor

Cheryl Lira-Castro

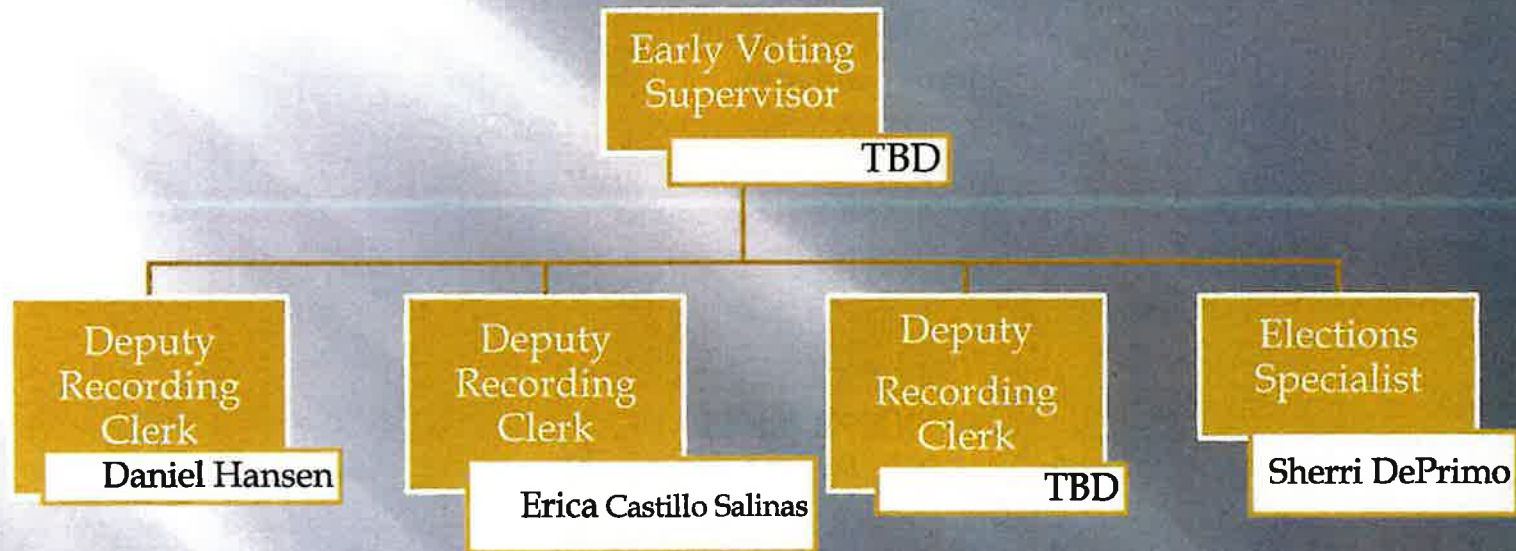
Deputy Recording
Clerk

Zachary Erickson

Voter Registration - Florence



Early Voter Services Coolidge



Voter Registration AVID

Admin Specialist
Sr

Holly Robinson

Deputy Recording
Clerk

Monique Carter

Dana Lewis
Recorder
Donna Diaz
Deputy County Recorder



Pinal County
Recorder's Office
P.O. Box 848
Florence, AZ 85132
Pinal.gov/recorder
Pinal.gov/vote

New Position Request Form – Deputy Recording Clerk

Supplementary Information:

1.A. Introduction and Background

4) (continued from New Position Request Form)

Currently, 3 FTEs are dedicated to Early Voting Services (EVS) with the help of Election Cycle Temps during the Elections. Early Voting processes are statutorily mandated as well. The increase in voter registration has a direct effect on EVS. The current political environment is encouraging more in-person early voting than in the past. Within the next year, EVS could potentially see early voting encompass 70% of all voters.

Funding:

An inquiry has been presented to the Budget Office requesting confirmation if the Recorder's Office can use the funding received from the State to fund at least 2 of these positions until FY 24/25. If this is a possibility, this will be the funding source and General Fund for the 3rd position.