



NOTICE OF PUBLIC MEETING AND EXECUTIVE SESSION  
PINAL COUNTY BOARD OF SUPERVISORS  
AGENDA FOR SPECIAL SESSION  
Wednesday, June 16, 2021

9:30 AM - CALL TO ORDER

PINAL COUNTY ADMINISTRATIVE COMPLEX  
BOARD OF SUPERVISORS HEARING ROOM  
135 N. PINAL STREET  
FLORENCE, AZ 85132

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BUSINESS BEFORE THE BOARD

(Consideration/Approval/Disapproval of the following:)

- (1) **Work Session:** Discussion of establishing a recruitment strategy to fill the vacant Elections Director position. (Mary Ellen Sheppard)
- (2) Executive Session pursuant to A.R.S. 38-431.03(A)(3)(4) for legal advice and discussion of pending litigation concerning Pinal County's involvement in Opioid litigation. (Chris Keller/Kent Volkmer)

ADJOURNMENT

**(SUPPORTING DOCUMENTS ARE AVAILABLE AT THE CLERK OF THE BOARD OF SUPERVISORS' OFFICE AND AT <https://pinal.novusagenda.com/AgendaPublic/>)**

NOTE: One or more members of the Board may participate in this meeting by telephonic conference call.

The Board may go into Executive Session for the purpose of obtaining legal advice from the County's Attorney(s) on any of the above agenda items pursuant to A.R.S. 38-431.03(A)(3).

In accordance with the requirement of Title II of the Americans with Disabilities Act (ADA), the Pinal County Board of Supervisors and Pinal County Board of Directors do not discriminate against qualified individuals with disabilities admission to public meetings. If you need accommodation for a meeting, please contact the Clerk of the Board Office at (520) 866-6068, at least (3) three business days prior to the meeting (not including weekends or holidays) so that your request may be accommodated.



AGENDA ITEM

June 16, 2021 ADMINISTRATION BUILDING A  
FLORENCE, ARIZONA

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**REQUESTED BY:**

**Funds #:**

**Dept. #:**

**Dept. Name:** Human Resources

**Director:** Mary Ellen Sheppard

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**BRIEF DESCRIPTION OF AGENDA ITEM AND REQUESTED BOARD ACTION:**

**Work Session:** Discussion of establishing a recruitment strategy to fill the vacant Elections Director position. (Mary Ellen Sheppard)

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**BRIEF DESCRIPTION OF THE FISCAL CONSIDERATIONS AND/OR EXPECTED FISCAL IMPACT OF THIS AGENDA ITEM:**

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**BRIEF DESCRIPTION OF THE EXPECTED PERFORMANCE IMPACT OF THIS AGENDA ITEM:**

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**MOTION:**

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History		
Time	Who	Approval
6/4/2021 9:12 AM	County Attorney	Yes
6/4/2021 5:03 PM	Budget Office	Yes
6/10/2021 10:53 AM	County Manager	Yes
6/11/2021 8:52 AM	Clerk of the Board	Yes

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**ATTACHMENTS:**

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☐ [Presentation](#)

☐ [Elections Director Digital Brochure Draft](#)



2021  
Pinal County  
**Elections  
Director**  
Recruitment Strategy



# Background

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The Pinal County Elections Department is responsible for providing election services to Pinal County residents to allow them to exercise their right to vote. The Elections process is highly regulated by Arizona Revised Statutes, Title 16 – Elections and Electors. The Pinal County Elections Department has various responsibilities, including, but not limited to:

- Preserving the integrity and security of elections held in Pinal County;
- Organizing and conducting in a correct, uniform, and impartial manner all Federal, State and County Elections;
- Assisting all other jurisdictions in Pinal County in conducting their elections;
- Providing professional support of elections by furnishing vote tallying equipment, voting supplies, equipment and administrative assistance.
- Ensuring adequate number of voting precincts, along with suitable polling places and qualified personnel to process voters during election day.

# Elections Director Position Description

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## **Job Summary:**

Performs professional work of considerable difficulty planning, directing, coordinating and controlling overall operations of the Elections Department to ensure that goals and objectives are accomplished in compliance with all elections laws. The Elections Director works to maintain a secure, transparent, accessible, free and fair election that inspires public confidence in the election system.

# Typical Essential Duties

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- Ensures the County's compliance with state and national election laws.
- Directs through subordinate staff the day-to-day operations of the Elections Department.
- Ensures a fully staffed, competent workforce operating in a non-partisan work environment.
- Coordinates the acquisition, staffing, security, and support required of polling places during election activities.
- Coordinates the timely by-hand, mechanical, and/or electronic County processing, verification, and reporting of election results with other county, state, and federal agencies.
- Researches administrative, programmatic, logistical and technical processes; develops and implements procedural and technical improvements.

# Typical Essential Duties

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- Analyzes the need for and develops recommendations for revision, adjustment, or creation of voting districts and precincts.
- Coordinates Election Department activities with the County Recorder's Office.
- Responsibly engages with the community and key stakeholders to inspire public confidence.
- Reviews and advises on existing, proposed or recent changes to election laws, rules and regulations and implements needed changes to Election Department processes and procedures to assure the County's compliance.
- Oversees the management of the Elections Department to include budget, finance and personnel.

# The Ideal Candidate

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## ***Exceptional Character***

Demonstrated integrity, trustworthiness, discipline, fairness, transparency, professional and ethical choices throughout one's career.

## ***Highly Organized***

Efficient, achievement-oriented, and self-disciplined with demonstrated success planning and executing on time critical and logistically complicated serial and parallel events.

## ***Technically Competent***

Demonstrated proficiency in exercising effective control over voting methods and devices assuring the security and integrity of their application and use.



# The Ideal Candidate

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## ***Politically Astute***

Acute awareness of how the county, the department, the elections team and themselves are perceived by all stakeholders. Can effectively self-manage, demonstrate social and emotional intelligence in the most sensitive situations.

## ***Logistical Expertise***

Demonstrates the ability to carefully plan, organize and execute large scale election activities including all of the many ancillary activities over the life cycle of an election season.

## ***Exceptional Communicator***

Competent at both verbal and written communication. Conveys their message thoroughly, clearly and in a direct manner yet is receptive and responsive to the input of others.

# The Ideal Candidate

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## ***Dedicated Public Servant***

Committed to professional, courteous, exceptional customer service with the goal of building trust and confidence in the election system.

## ***Strategic Thinker***

Demonstrated ability to think rationally, analyzing many different factors and/or variables. Carefully and deliberately looks for vulnerabilities and threats while simultaneously exploring opportunities for continuous improvement.

## ***Problem Solver***

Demonstrated ability to focus on the problem as stated while synthesizing information and knowledge in an effort to find a consensus driven solution.

## ***Engaging Leader***

Builder of people and of results.

# Minimum Qualifications

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Bachelor's Degree in Business or Public Administration, Management, Political Science or a related field.

Four years experience in the management of national, state and/or countywide partisan and non-partisan elections.

A valid Arizona State Driver's License is required at the time of hire.

## **Preferred Qualifications:**

Experience planning, organizing and executing a major partisan election in either a leadership or expert consultative role.

# The Selection Process

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## ***The Recruitment Announcement***

Create a vivid but candid recruitment announcement.

Search Options: External  
Internal  
Appointment

## ***Selection Panels***

Use multiple, diverse selection panels.

Ensure panels represent key stakeholders and the demographics served, i.e., Elected Officials; Executives/Management; Key Stakeholders/Community Representatives.

## ***Structured Interviews***

Consistent questions/scenarios presented to each candidate selected for interview.

# The Selection Process

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## ***Alternative Options***

Written responses to established, job-related questions required at time of application.

Informal “Meet and Greet” sessions with final candidates and interested constituents.

Final presentations demonstrating planning, analytical, decision-making and communication skills.

Top candidates to spend time at the Elections Department and present an assessment.

***Purpose:*** *To test, observe, and accurately evaluate the candidate’s skill and ability to adapt and perform professionally and effectively under a variety of conditions and with diverse audiences.*

# Questions? Directions?





DRAFT



PINAL COUNTY

WIDE OPEN OPPORTUNITY

*Pinal County is seeking an*  
***Elections Director***  
*"Enriching Lives Beyond Expectations"*





## The Position

- Plan, organize and manage the electoral process including election final certification.

Our Ideal Candidate will demonstrate the following skills:

**Exceptional Character**

**Highly Organized**

**Technically Competent**

**Politically Astute**

**DRAFT**

**Logistical Expertise**

**Exceptional Communicator**

**Dedicated Public Servant**





**Strategic Thinker**

**Problem Solver**

**Engaging Leader**

**DRAFT**



**PINAL COUNTY**  
WIDE OPEN OPPORTUNITY

## Classification: Elections Director (At-Will)

Department: Elections Department  
Pay Grade: Grade XX: \$XX,XXX - \$XXX,XXX  
FLSA Status: Exempt

### Job Summary:

Performs professional work of considerable difficulty planning, directing, coordinating and controlling overall operations of the Elections Department to ensure that goals and objectives are accomplished in compliance with all election laws. *The Elections Director works to maintain a secure, transparent, accessible, free and fair election that inspires public confidence in the election system.*

### Requirements:

- Plan, organize and manage the electoral process including election final certification.
- Supervise regular and temporary staff engaged in activities such as voter registration, registration records management, administration of absentee ballot procedures, and candidacy filing.
- Provide administrative support to the Board of Elections by reporting all changes in elections laws.

### Preferred Qualifications:

# DRAFT

### Physical Demands

The work requires mobility, standing, bending, lifting, sitting, for prolonged periods of time and driving a vehicle. Manual dexterity to reach, and grasp; handwrite or use a computer keyboard; vision sufficient to see/read; hear and speak to communicate with customers in person and over the phone.

### Work Environment

Work is performed in an indoor office environment, warehouse. May require work in an outdoor environment.

#### Do YOU have what it takes?

We're all about shaking up the stereotype that working in government is dull. We're disruptors; we're innovators, all passionately sharing the same vision of making Pinal County the best place to live and work in the country.

How to Apply: go to [www.pinaljobs.com](http://www.pinaljobs.com), to complete the online application AND upload your professional resume. To be considered, please be sure to complete ALL fields of the application and supplemental questions, as applicable.

Deadline: Applications will be reviewed as received. Open until filled.

For more information, please contact:  
MaryEllen Sheppard  
HR Director  
Pinal County Human Resources  
31 North Pinal Street  
Florence, AZ 85132  
Direct Line: (520) 866-6228



**PINAL COUNTY**  
WIDE OPEN OPPORTUNITY



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N/A

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**MOTION:**

N/A

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History		
Time	Who	Approval
6/9/2021 12:17 PM	Clerk of the Board	Yes

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**ATTACHMENTS:**

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No Attachments Available