



Program #90010D - Election Operations Process Specialist **FY 2024 Department Requested**

Department: Community Services **Program Contact:** Tim Scott
Program Offer Type: New **Program Offer Stage:** Department Requested
Related Programs: 90010A, 90010B, 90010C
Program Characteristics: Out of Target

Executive Summary

This program offer is for an additional ongoing, full time position in the Elections Division. This position will give Elections critical capacity to meet its mandated responsibilities, reduce risks, and safeguard the trust of Multnomah County voters; all of which are essential to the division’s mission. This additional position adds depth to the management of complex technology systems that are critical to conducting elections as well as reducing the current burden on existing staff.

Program Description

The Multnomah County Elections Division has significant strengths—dedicated, mission-driven staff and high levels of voter engagement. However, despite FY 2023 investments in staffing, there are still areas of the program that are at risk of failure due to staff being overstretched during election periods. These conditions threaten the division’s ability to reliably and safely administer local, state, and federal elections for county residents.

In election administration it is a best practice to ensure that all critical systems have redundancies and backups to reduce the risk of failure in a system at a critical time leading up to and on election day. Elections has achieved that in all its election systems except staffing. This program offer would add capacity in staffing by adding a new position to oversee the strategic management of technology systems within the division. The goal of this position would be to increase resiliency and reduce the risk of failure by adding a new position and realigning existing positions to meet the program’s needs.

The Elections Division relies on many complex technology systems to ensure accurate, transparent and efficient elections. Several of these systems are unique to election administration and require specialized knowledge for operation and integration with the entire program. The Elections Operations Process Specialist will review, and evaluate election operations, workflows, and practices as well as identify and recommend improvements of specialized information systems and other technologies. This position will also act as a liaison between election subject matter experts, county IT and election system vendors to ensure that a holistic strategy is applied to the management of critical technology systems such as the ballot tally system, high speed sorters, signature verification application, ballot printing system and others. This new position will cover functions that are outside the scope of current positions, will create capacity in existing positions and reduce the risk of failure of election systems during peak times.

Performance Measures

Measure Type	Primary Measure	FY22 Actual	FY23 Budgeted	FY23 Estimate	FY24 Offer
Output	Number of technology systems managed	New	New	New	19
Outcome	Percentage of contracts monitored for vendor compliance	New	New	New	100%

Performance Measures Descriptions

The output measure refers to the number of technology systems that will be managed by this position to ensure that they are working correctly and supporting the overall system of health of election administration for the county. The outcome measure refers to the percentage of contracts that this position will monitor for vendor compliance with contracts.

Legal / Contractual Obligation

County Code of Ordinances, Chapter 5, addresses initiative/referendum petition process and filling county office vacancies. County Administrative Rules, Language, Communication and Cultural Access Policy, Oregon Administrative Rules, Chapter 165, addresses uniformity in conduct of elections. Oregon Revised Statutes, Chapters 246 to 260, provide authority for conducting elections. Federal Title VI of the Civil Rights Act, the Voting Rights Act, National Voter Registration Act, Help America Vote Act, and Military and Overseas Empowerment Act establish election administration standards.

Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Department Requested General Fund	Department Requested Other Funds
Program Expenses	2023	2023	2024	2024
Personnel	\$0	\$0	\$134,718	\$0
Materials & Supplies	\$0	\$0	\$6,282	\$0
Total GF/non-GF	\$0	\$0	\$141,000	\$0
Program Total:	\$0		\$141,000	
Program FTE	0.00	0.00	1.00	0.00

Program Revenues				
Total Revenue	\$0	\$0	\$0	\$0

Explanation of Revenues

This program is supported by ongoing County general funds.

Significant Program Changes

Last Year this program was: