

**Department:** Community Services      **Program Contact:** Tim Scott  
**Program Offer Type:** Innovative/New Program      **Program Offer Stage:** As Adopted  
**Related Programs:** 90010A, 90010C, 90010D, 90010E  
**Program Characteristics:**

**Executive Summary**

This program offer is for an additional three ongoing, full time positions in the Elections Division. These positions 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. Additional staffing will add depth to leadership and management support for on-call workers as well as reducing the current burden on regular staff.

**Program Summary**

The Multnomah County Elections Division has significant strengths—dedicated, mission-driven staff and high levels of voter turnout. However, it is under-staffed during normal operations and 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 three new positions. The goal of these positions would be to increase resiliency and reduce the risk of failure by adding new staff and realigning existing positions to meet the program’s needs.

- Position 1: Office Assistant Senior (bilingual) Purpose: Responding to sustained growth in population and voter registration, this position supports voter registration and customer service, and adds clerical, administrative, and culturally specific language capacity in one of Multnomah County’s top five most commonly spoken languages which increases access and reduces barriers for marginalized communities.
- Position 2: Campaign Finance, Districts and Candidates Coordinator Purpose: Addresses new responsibilities related to education and enforcement of campaign finance contribution limits and disclosure rules. Transfers responsibilities for coordinating with partner jurisdictions and candidates, processing public records requests, and managing candidate, voter pamphlet and measure filings from the existing Program Communications Coordinator position in order to allow that position to focus more on communications.
- Position 3: Elections Operations Manager Purpose: Operations Manager is responsible for overseeing and supporting the election operations of the division. Position supervises On-Call Election Workers, the Clerical Unit and all Program positions except for Communications and Campaign Finance. This position adds considerable capacity to the Elections Director to focus on strategic initiatives for the division including the Workforce Equity Strategic Plan, DCS Equity Strategic Plan, Elections strategic planning and visioning, staff leadership, legal analysis and legislative analysis and advocacy.

**Performance Measures**

Measure Type	Primary Measure	FY21 Actual	FY22 Budgeted	FY22 Estimate	FY23 Offer
Output	Number of campaign finance inquiries addressed	N/A	N/A	N/A	25
Outcome	Customer service interactions with voters in languages other than English	N/A	N/A	N/A	125

**Performance Measures Descriptions**

Number of campaign finance inquiries addressed is the number of inquiries about the campaign contribution limits and disclosure program that the Campaign Finance, Districts and Candidates Coordinator responded to throughout FY2023

Customer service interactions with voters in languages other than English is measuring the number of times customer service is provided in a language other than English for the November 2022 gubernatorial election.

## Legal / Contractual Obligation

Multnomah County Code of Ordinances, Chapter 5, describes the process for county initiative/referendum petitions and how to fill vacancies in county elective offices. Multnomah County Administrative Rules, Multnomah County Language and Effective Communication Policy, Oregon Administrative Rules, Chapter 165, addresses state-wide uniformity in the conduct of elections. Oregon Revised Statutes, Chapters 246 through 260, provide legal authority for conducting elections in Oregon. Federal mandates (Title VI of the Civil Rights Act, The Voting Rights Act, The National Voter Registration Act, The Help America Vote Act and the Military and Overseas Empowerment Act) establish election administration standards.

## Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Adopted General Fund	Adopted Other Funds
Program Expenses	2022	2022	2023	2023
Personnel	\$0	\$0	\$416,477	\$0
Contractual Services	\$0	\$0	\$39,000	\$0
Materials & Supplies	\$0	\$0	\$11,000	\$0
Internal Services	\$0	\$0	\$0	\$0
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$0</b>	<b>\$466,477</b>	<b>\$0</b>
<b>Program Total:</b>	<b>\$0</b>		<b>\$466,477</b>	
<b>Program FTE</b>	0.00	0.00	3.00	0.00

Program Revenues				
<b>Total Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## Explanation of Revenues

Supported by County General Fund

## Significant Program Changes

### Last Year this program was:

This is a new program offer that will establish basic, adequate staffing for the division's work year-round.