FULTON COUNTY GOVERNMENT

REGISTRATION AND ELECTIONS
2022 Staffing Plan

CURRENT STAFFING MODEL

A successful county-wide election requires approximately **3700** workers

Election Workers & Additional Hires:

Temporary/Vendor provided staff = 814

Election Day/Poll Workers = 2,795

Full-time Permanent Staff = 45

- 22% - staffing agency employees
- 77% - community and county employees
- 1% - permanent staff

All election staff are trained and managed by full-time permanent staff during their term of employment.

Early/Advance Voting
Source: Staffing Agency
Advance Voting Poll Workers
Police Officers
Line Monitors

Election Day Staff/Temporary/Vendor Staff
Source: Community/Citizens/County Employees
Poll Workers
Election Day Technicians
Election Night Workers
Provisional Clerks
Absentee By Mail Cancellation Clerks
Line Monitors
Police Officers
Poll Pad Technicians

In-house Temporary Staff
Source: Staffing Agency and County Employees
Call Center Staff
Absentee Staff
Registration Staff
Election Staff
Voter Education Staff
Warehouse Staff
Administration Staff

Utilization of Temporary Staffing Agency

Alternatives:

- Current Temporary Staffing Agency
    - Approved statewide
    - Improve contract management (moving forward)

- New Bid
    - County conduct separate procurement for temporary staffing service

- County Human Resources
    - Internal recruitment and staffing

STAFFING SUMMARY- 2022 ELECTIONS

- **44 workers needed in January**

- **64 workers needed in February**

- **602 workers needed in March**

- **84 workers needed in April**

- **20 workers needed in May**

General Primary Elections Staffing - May 24, 2022

Positions		
Supplies & Logistics EPC		
R&E Assistant (20)	02/16/2022 – 06/17/2022	AV Training
Executive Assistant (1)	02/16/2022 – 06/17/2022	Admin Support
Courier-Fleet Coordinator (5)	04/06/2022 – 06/17/2022	Delivers Equipment
Couriers (60)	04/07/2022 – 06/17/2022	Delivers Equipment
Security Manager (1)	04/18/2022 – 06/17/2022	Ensures Security Coverage
AB Drop Box (8)	04/27/2022 – 06/17/2022	AB Pick UP
Reconciliation (20)	05/25/2022 – 06/17/2022	Close Out Tasks & Ballot Retention
Registration Division		
Executive Assistant (1)	02/02/2022 – 06/17/2022	Admin Support
Call Center Representative (32)	03/16/2022 – 06/17/2022	Call Center
Data Entry Clerk (15)	02/16/2022 – 06/17/2022	Electronic Application Processing
Retention (5)	03/16/2022 – 06/17/2022	Recording Keeping & Filing
Quality Control (10)	02/16/2022 – 06/17/2022	Verification of Processed Apps
Absentee Division		
Data Entry Clerks (15)	02/16/2022 – 06/17/2022	AB Processing
Credit for Voting (7)	03/22/2022 – 06/17/2022	AB Processing
Sorting (5)	03/22/2022 – 06/17/2022	AB Processing
Ballot Openers/Runners (10)	03/30/2022 – 06/17/2022	AB Processing
Rejection Clerks (2)	03/30/2022 – 06/17/2022	AB Processing
Courier – Fleet Coordinator (1)	02/16/2022 – 06/17/2022	AB Processing

General Primary Elections Staffing - May 24, 2022

Positions		
Poll Worker Training		
Regional Coordinator 1 (2)	01/05/2022 – 06/17/2022	PW Training assistance/prep
Regional Coordinator 2 (2)	01/05/2022 – 06/17/2022	Recruit ED PW/Coord Training
Instructors (20)	03/01/2022 – 05/31/2022	Poll Worker Training
Class Assistants (25)	03/01/2022 – 05/31/2022	Poll Worker Training
System Specialist EPC		
System Specialist (20)	01/05/2022 – 06/17/2022	Equipment Maintenance and Prep
System Specialist (10)	03/01/2022 – 06/17/2022	Equipment Maintenance and Prep
Elections System Associate (3)	01/05/2022 – 06/17/2022	Equipment Maintenance and Prep
Poll Pad Technicians (10)	04/01/2022 – 06/17/2022	Poll Pad Prep & Upload
Advance Voting		
R&E Assistant (1)	01/18/2022 – 06/17/2022	AV Training
AV Assistants/Trainer (4)	01/18/2022 – 06/17/2022	Equipment Maintenance and Prep
Voter Ed/Admin		
Admin/Front Desk (1)	01/04/2022 – 06/17/2022	Admin Support
VEO Coordinators (4)	01/04/2022 – 06/17/2022	Deputy Reg Training/Outreach
Admin Trainer (1)	02/01/2022 – 06/17/2022	Admin Support/Coaching

General Primary Elections Staffing - May 24, 2022

Positions		
Absentee Contd.		
Retention (6)	03/30/2022 – 06/17/2022	AB Processing
Scanners (10)	03/30/2022 – 06/17/2022	AB Processing
Advance Voting Locations		
AV Manager (30)	03/17/2022 – 06/17/2022	AV Voting
AV Asst. Manager (90)	03/17/2022 – 06/17/2022	AV Voting
AV Line Monitors (30)	03/17/2022 – 06/17/2022	AV Voting
Technicians (30)	03/17/2022 – 06/17/2022	AV Voting
Compliance Officer (30)	03/17/2022 – 06/17/2022	AV Voting
AV Clerks (210)	03/17/2022 – 06/17/2022	AV Voting
Security AV Sites (30)	03/17/2022 – 06/17/2022	AV Voting
Reserves – AV Manager (10)		
Reserves – AV Asst. Manager (10)		
Comm Outreach Mobile Units		
Driver Coordinator (1)	01/04/2022 – 06/17/2022	Transportation
Drivers (6)	01/04/2022 – 06/17/2022	Transportation

General/General Runoff Elections Staffing - Nov/Dec 2022

Positions		
Poll Worker Training		
Regional Coordinator 1 (2)	07/05/2022 – 12/30/2022	PW Training assistance/prep
Regional Coordinator 2 (2)	07/05/2022 – 12/30/2022	Recruit ED PW/Coord Training
Instructors (20)	08/01/2022 – 11/08/2022	Poll Worker Training
Class Assistants (25)	08/01/2022 – 11/08/2022	Poll Worker Training
System Specialist EPC		
System Specialist (20)	07/05/2022 – 12/30/2022	Equipment Maintenance and Prep
System Specialist (10)	07/05/2022 – 12/30/2022	Equipment Maintenance and Prep
Elections System Associate (3)	07/05/2022 – 12/30/2022	Equipment Maintenance and Prep
Poll Pad Technicians (10)	07/05/2022 – 12/30/2022	Poll Pad Prep & Upload
Advance Voting		
R&E Assistant (1)	07/05/2022 – 12/30/2022	AV Training
AV Assistants/Trainer (4)	07/05/2022 – 12/30/2022	Equipment Maintenance and Prep
Voter Ed/Admin		
Admin/Front Desk (1)	07/05/2022 – 12/30/2022	Admin Support
VEO Coordinators (4)	07/05/2022 – 12/30/2022	Deputy Reg Training/Outreach
Admin Trainer (1)	07/05/2022 – 12/30/2022	Admin Support/Coaching

General/General Runoff Elections Staffing - Nov/Dec 2022

Positions		
Supplies & Logistics EPC		
R&E Assistant (20)	08/17/2022 – 12/15/2022	AV Training
Executive Assistant (1)	08/17/2022 – 12/30/2022	Admin Support
Courier-Fleet Coordinator (5)	09/14/2022 – 12/30/2022	Delivers Equipment
Couriers (60)	09/14/2022 – 12/30/2022	Delivers Equipment
Security Manager (1)	11/01/2022 – 11/08/2022	Ensures Security Coverage
AB Drop Box (8)	04/27/2022 – 11/10/2022	AB Pick UP
Reconciliation (20)	05/25/2022 – 11/10/2022	Close Out Tasks & Ballot Retention
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General/General Runoff Elections Staffing - Nov/Dec 2022

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AV Asst. Manager (90)	08/22/2022 – 12/10/2022	AV Voting
AV Line Monitors (30)	10/13/2022 – 12/10/2022	AV Voting
Technicians (30)	10/05/2022 – 12/10/2022	AV Voting
Compliance Officer (30)	10/05/2022 – 12/10/2022	AV Voting
AV Clerks (210)	08/22/2022 – 12/10/2022	AV Voting
Security AV Sites (30)	10/17/2022 – 12/08/2022	AV Voting
Reserves – AV Manager (10)		
Reserves – AV Asst. Manager (10)		
Comm Outreach Mobile Units		
Driver Coordinator (1)	10/01/2022 – 12/10/2022	Transportation
Drivers (6)	10/01/2022 – 12/10/2022	Transportation

2022 STAFFING MODEL ⟫⟫

ELECTION DATES
March 15, 2022 | April 12, 2022 | May 24, 2022 | June 21, 2022

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Options:
- Option A - Remain with current staffing agency
- Option B - Use County Human Resources for recruitment/hiring functions

Risks of Change:
- Time sensitive
- Labor intensive
- Cost increase $2,568,147.46*
  (cost is a 2021 estimate; cost excludes additional staff needed in HR and Finance to process)
- Inability to recruit adequate staffing timely
- Inability to separate staff quickly and to on-board replacements rapidly
- Size of the recruitment operation

2022 STAFFING MODEL »»

ELECTION DATES
November 8, 2022 |December 6, 2022

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Options:
- Option A - Remain with current staffing agency
- Option B – Use state staffing contracts for other temporary staffing vendors
- Option C - Use County Human Resources for recruitment/hiring functions

Risks of Change:
- Time sensitive
- Labor intensive
- Cost increase $1,880,919,77*
  (cost is a 2021 estimate; cost excludes additional staff needed in HR and Finance to process)
- Inability to recruit adequate staffing timely
- Time required to rebid contract (minimum 4 to 6 months); less viable option
- Inability to separate staff quickly and to on-board replacements rapidly
- Size of the recruitment operation

Outsource with State Contract

» Provides the fiscal benefit of "not-to-exceed" mark up rates;

» Markups are below industry standard due to statewide volume;

» Background checks & drug screening rates reduced at competitive rates;

» Flexibility to choose supplier, based on business needs and best value;

» Managed risks associated with additional benefits needs; and

» Quick access and on-boarding of temporary staffing.

Internal HR Recruitment Concerns

» Need additional dedicated HR, Budget and Procurement staff for Election operations;

» Challenge to onboard staff for 800+ positions;

» Onboarding to be completed by mid-February;

» Takes time to backfill positions; and

» Difficult to temporarily fill call-outs due to sick and other leave types.

PROS and CONS

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➢ RECOMMENDATIONS

2022

- Remain with temporary staffing agency with full time permanent staff managing temporary staff.

- Develop staffing plan with the intent to hire 10% of temporary workers using internal HR staff for recruitment/hiring functions for long-term temporary staff.

- Explore the use of other state temporary staffing vendors.

- Implement contract management improvement methodologies.

2023

- Revisit staffing model to source temporary staffing from other state staffing agencies as operationally doable.

CONTRACT MANAGEMENT

Effective contract management is important for any operation. It helps to:

- ensure identified goods and services are provided on schedule, at the agreed upon level, and cost/rate;
- ensure effective contract execution, monitoring, tracking and compliance; and
- strengthens vendor relationships for improved performance and mitigation of contractual issues.

Steps for improved departmental contract management will be implemented by the Department of Registration and Elections:

Secure additional procurement training for the Administrative Manager, Director, Deputy Director, and Division Chiefs; develop a department performance improvement plan.

Implement collaboration touch points with Purchasing management and staff to ensure compliance with purchasing guidelines and timely processing.

Develop a tracking, monitoring and contract completion schedule for all departmental contracts.

Implement an annual schedule for contract renewals and spending authority requests to be presented at least 60 days prior to actual expiration.

NEXT STEPS

ACTION ITEM	PROJECTED COMPLETION DATE
Seek approval for extension of the current temporary staffing agency.	1/19/2022
Begin recruitment of temporary staff.	2/1/2022
Elections to identify the classification of positions that could be recruited through other state approved staffing agencies.	2/4/2022
Purchasing to research other state approved staffing agencies to identify their capabilities and availability to provide temporary elections staff.	2/9/2022
Based on findings from procurement, seek pre-approval from the Board of Commissioners for spending authority with other state approved temporary staffing agencies.	3/16/2022
Pending approval, prepare written agreements with multiple state approved temporary staffing agencies to recruit and hire for fall elections.	4/15/2022
Onboard temporary staff from multiple state approved staffing agencies for fall elections.	7/5/2022

QUESTIONS AND ANSWERS