

**County of Santa Clara**  
**Employee Services Agency**  
Department of Human Resources



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ESA01 042109

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Human Resources Analyst

Submitted by: Joanne Cox  
Human Resources Director

DATE: April 21, 2009

TO: Board of Supervisors

FROM:

A handwritten signature in black ink, appearing to read "Luke Leung".

Luke Leung  
Deputy County Executive

SUBJECT: Approve New Classification Specification for Census/Redistricting Program Manager and Adopt Related Salary Ordinance Amendment.

**RECOMMENDED ACTION**

Consider recommendations from Employee Services Agency relating to the Office of the County Executive.

Possible action:

- a. Approve new job specification for the classification of Census/Redistricting Program Manager
- b. Introduction and preliminary adoption of Salary Ordinance NS-5.09.84 amending Santa Clara County Salary Ordinance NS-5.09 relating to the compensation of employees adding one Census/Redistricting Program Manager position in the Office of the County Executive and amending the Salary Schedule to add the Census/Redistricting Program Manager. (Roll Call Vote to waive reading, Roll Call Vote to adopt)

## **FISCAL IMPLICATIONS**

The cost for the remainder of FY 2009 to implement this action is approximately \$11,628 and will be absorbed within the Office of the County Executive's (Budget Unit 107) approved FY 2009 budget. The annualized cost is approximately \$100,776 and will be included in the County Executive's recommended budget for FY 2010.

## **CONTRACT HISTORY**

Not applicable.

## **REASONS FOR RECOMMENDATION**

The proposed Census/Redistricting Program Manager classification reflects the concept, duties, employment standards and compensation appropriate for a position within the Office of the County Executive to oversee the decennial census and boundary redistricting.

## **BACKGROUND**

The decennial count of the national population is mandated by the U.S. Constitution. Census data is used over the subsequent ten year period to determine each state's Congressional representation as well as distributing over \$300 billion in federal funds annually. The decennial census is also the basis for redrawing local supervisorial district boundaries. State law requires the population be evenly divided between districts and that a number of factors such as geography, demographics and communities of interest be considered when redrawing boundaries.

The Office of the County Executive requested Employee Services Agency – Human Resources create a single position classification to coordinate outreach activities related to the decennial census count and to provide staff support for the supervisorial boundary redistricting. The need for the position is vital due to the significant amount of Federal and State funding that is dependent on accurate census figures and for the redrawing of supervisorial district boundaries that are based on census information.

There is an overlap between the final reporting to the Board for census count and the preliminary activities for the supervisorial redistricting effort. It is expected that both processes will be completed in approximately three years. The proposed position will be term-limited and will expire on June 30, 2012.

Currently, no County classification exists that describes the expected responsibilities of the position that will oversee the decennial census and boundary redistricting. Therefore, it is necessary to create a new classification entitled Census/Redistricting Program Manager. The proposed Census/Redistricting Program Manager will be responsible for the decennial census outreach activities and supervisorial boundary redistricting which includes working with community partners to understand community issues and concerns; organizing and leading committees and subcommittees involved in census outreach; reviewing and analyzing redistricting proposals; and will be responsible for evaluating funding requirements and preparing budget recommendations.

The proposed Census/Redistricting Program Manager will be responsible for County efforts that ensure effective outreach to hard-to-count populations, many of whom are the beneficiaries of the funding to County programs. The County will utilize a "partnership network" to maximize outreach to the hard-to-count populations in the County rather than the "complete count committee" program.

Following the receipt of census information each decade, the boundaries of the supervisorial districts are redrawn to reflect changes in the population. There are statutory time frames within which these changes must be approved. The process is generally accomplished through the establishment of a Board appointed Redistricting Committee. The Census/Redistricting Program Manager will also be responsible to provide staff resources that are critical to support the Committee's work, generate statistical and geographical information, analyze proposals for compliance, and assist the Committee in the development and presentation of recommendations to the Board within the mandated time frame.

In recognition of the level of responsibility and visibility of the program, it is appropriate to compensate the proposed Census/Redistricting Program Manager at the same salary level as the Program Manager I classification.

County Employees Management Association (CEMA) has been notified of the proposed classification. A meeting has been scheduled with the Office of the County Executive to discuss the proposed action.

This study was necessary to create a classification to oversee the County's responsibility in the upcoming decennial census and supervisorial boundary redistricting, which are newly assumed County responsibilities.

### **CONSEQUENCES OF NEGATIVE ACTION**

There would not be an appropriate classification to describe the duties and employment standards for the position assigned to manage the County's involvement in the upcoming decennial census and redrawing of supervisorial district boundaries.

### **STEPS FOLLOWING APPROVAL**

Upon Board approval, the Clerk of the Board's Office is requested to send Keyboard notification of completed processing to Mary Ann Barrous of the Employee Services Agency, Human Resources.

### **ATTACHMENTS**

- Census/Redistricting Program Manager Job Specification
- Salary Ordinance NS-5.09.84