



Alameda County Registrar of Voters (ROV) County Employee Poll Worker Program Guidelines

Tuesday, November 6, 2018 - General Election

1225 Fallon Street, G-1, Oakland, CA 94612 | Phone: (510) 272 - 6971 | Fax: (510) 272 - 6982 | Email: rov_pollworker@acgov.org | Website: www.ACVOTE.org

Pursuant to Alameda County Salary Ordinance Sections 3-21.48 and 7-5(C), if applicable qualify to receive the stipend as authorized by the Board of Supervisors for the Alameda County Poll Worker program, that is determined to be regular salary plus \$180 for the Tuesday, November 6, 2018 General Election.

Employees interested in working as a Poll Worker must obtain the approval of their supervisor prior to applying.

JOB DESCRIPTION	HOURS	TRAINING	STIPEND	REQUIREMENTS
Precinct Coordinator – Experienced Inspectors (3 times or more with a positive rating) Oversee approx. 8 precincts on Election Day. Attend 2 training classes. Pick up supplies, contact Inspectors prior to Election Day. Must be able to assist in problem solving during the day and make sure that all supplies are returned Election night.	6:00 a.m. – 11:00 p.m. (approx.)	3 hrs - Inspector class 2 hrs - Coordinator class	Regular salary plus \$180 or overtime pay, if eligible (whichever is greater), for Election Day. Also mileage reimbursement for election day.	Must have a car and valid Driver's License
Inspector – Responsible for assigned Polling Place, Attend a training class. Contact Polling Place Location and Board Members prior to Election Day. Pick up supplies prior to Election day. Set up Polling Place. Return supplies after the polls close to Return Center with one other board member.	6:00 a.m. – 9:30 p.m. (approx.)	3 hrs - Mandatory in-person training Bilingual Poll Workers are required to take and pass 30-minute bilingual online training class	Regular salary plus \$180 or overtime pay, if eligible (whichever is greater), for Election Day.	Must have a car and valid Driver's License
Judge/Clerk – Must be bilingual in English and one of the following: Chinese, Khmer, Korean, Punjabi, Spanish, Tagalog or Vietnamese. Assist all Voters. Attend a training class. Responsible for setting up Polling Place, basic troubleshooting and closing of voting equipment after the polls have closed.	6:00 a.m. – 9:30 p.m. (approx.)	3 hrs - Mandatory in-person training Bilingual Poll Workers are required to take and pass 30-minute bilingual online training class	Regular salary plus \$180 or overtime pay, if eligible (whichever is greater), for Election Day.	

TRAINING: Excused paid time off from work if attending mandatory in-person classes(es) during working hours.

Additional bilingual online training course can be completed directly after training class.

COMPENSATION: Will be added to employee's payroll check approximately four (4) pay periods after Election Day.

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COUNTY EMPLOYEE INFORMATION

NAME	DATE OF BIRTH
	/ /
AGENCY/DEPARTMENT	EMPLOYEE ID NUMBER
HOME ADDRESS	CITY
EMAIL ADDRESS	ZIP CODE
PHONE NUMBER ()	

ADDITIONAL INFORMATION - PLEASE CHECK THE BOXES BELOW THAT CORRESPONDS TO YOUR ANSWER

1. I am a registered voter in: Alameda County Contra Costa County S.F. County Other: _____
2. I have my own transportation. Yes No
3. I am fluent (speak, read, and write) in **English** and one or more of the following languages:
 Chinese Punjabi Vietnamese Khmer
 Korean Spanish Tagalog
4. Have you ever served as Poll Worker before? Yes No
4a. If yes, during which election(s) did you served in? _____
5. I am interested in serving as:
 Precinct Coordinator (Oversee multiple polling places and must be an experienced Inspector)
 Inspector (Manage polling place)
 Judge/Clerk (Assist Inspector) - **Must be bilingual.** Non-bilingual county employees will be asked to assist when there is a Poll Worker shortage.

RETURN CENTER POSITIONS

(Not part of the County Employee Poll Worker Program - 1 hour Mandatory Training)

1. I am interested in serving as:

<input type="checkbox"/> Captain (Manage Return Center)	<input type="checkbox"/> Assistant Captain (Manage Trouble Shooting Area)
<input type="checkbox"/> Helper (Assist Captain)	

REQUIREMENTS/AGREEMENT

- I have permission from my department's supervisor/manager to serve on Election Day.
- I understand I **must** attend the **mandatory Poll Worker Training Class to serve on Election Day.**
(Excused paid time from work if attending during working hours)
- I understand I will be **required** to serve at a polling place in Alameda County where there is a Poll Worker Shortage.
- I understand additional pay will be added to my paycheck approximately four (4) pay-periods **after** the election.

I, _____ understand that as a County Employee Poll Worker, I represent Alameda County Registrar of Voters; therefore, I will be courteous and professional to voters and my precinct board members at all times. I will commit to the hours that I've agreed to serve on Election Day and will arrive to my assigned location on time.

SIGNATURE-PRINT AND SIGN OR PROVIDE YOUR DIGITAL SIGNATURE (E-SIGNATURE)

DATE

RETURN COMPLETED APPLICATION TO REGISTRAR OF VOTERS (ROV), RECRUITING

Email: rov_pollworker@acgov.org | QIC Code: 20719 | Fax: (510) 272 - 6982 | Mail: 1225 Fallon St. G-1, Oakland, CA 94612

OFFICE USE ONLY

Date Received: _____

Comments: _____