



Panel Presentation:

Staffing for Elections

Honorable Penny Ogg



- Supervisor of Elections, Highlands County
- Agency size: Small

Honorable Vicky Oakes



- Supervisor of Elections, St. Johns County
- Agency size: Medium

Dr. Matt Stewart



- Deputy Director
Human Resources,
Hillsborough County
- Agency size: Large

Hiring Temporary Employees

- **Some things to consider in sourcing candidates:**
 - Use employees from other County offices
 - Use retired County employees
 - Use previously hired employees
 - Define a budget for advertising for positions
 - Determine a recruitment plan, with timelines and fill-by dates
 - Time dedicated to interviews

Hiring Temporary Employees

- **Some things to consider in training:**
 - Consider whether you will train employees for all tasks or a specific task
 - Consider if you will have a training rate of pay for the training period
 - Determine a training plan that aligns with when employees are brought on

Hiring Temporary Employees

- **Some things to consider in benefits:**
 - Unemployment claims when the assignment ends
 - Florida Retirement System (FRS) payments
 - Affordable Care Act (ACA) implications
 - Determine which benefits they are eligible for in their role

Hiring Temporary Employees

- **Additional items to consider:**
 - Pay rates and pay equity
 - Classification of employees
 - Staff time to bring employees on and off
 - Money involved in providing benefits
 - Increased workload for permanent employees
 - Dismissing employees

Using a Staffing Agency

- **Selecting a staffing agency:**
 - Determine the number of staffing agencies you will engage in to provide candidates
 - Review contract provisions and mark-up on hourly rate of pay
 - Identify what benefits are provided by the staffing agency
 - Interview different agencies

Using a Staffing Agency

- **Working with a staffing agency:**
 - Determine a point-of-contact at the agency
 - Understand the services provided by the agency (background screens, etc.)
 - Determine internally who will supervise and approve time
 - Determine how candidates will be selected and placed

Using a Staffing Agency

- **Additional items to consider:**
 - Security issues
 - Joint employer implications
 - Determine how agency policies and procedures will be communicated
 - Training of placed candidates

Temporary vs. Staffing Agency

- **Things to consider in evaluating your options:**
 - Cost analysis
 - Current staffing to handle hiring and onboarding
 - Availability of candidates in the local area
 - Benefits and unemployment
 - Amount of control you want



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