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# **2022 Racial Equity Progress Report Department of Elections**

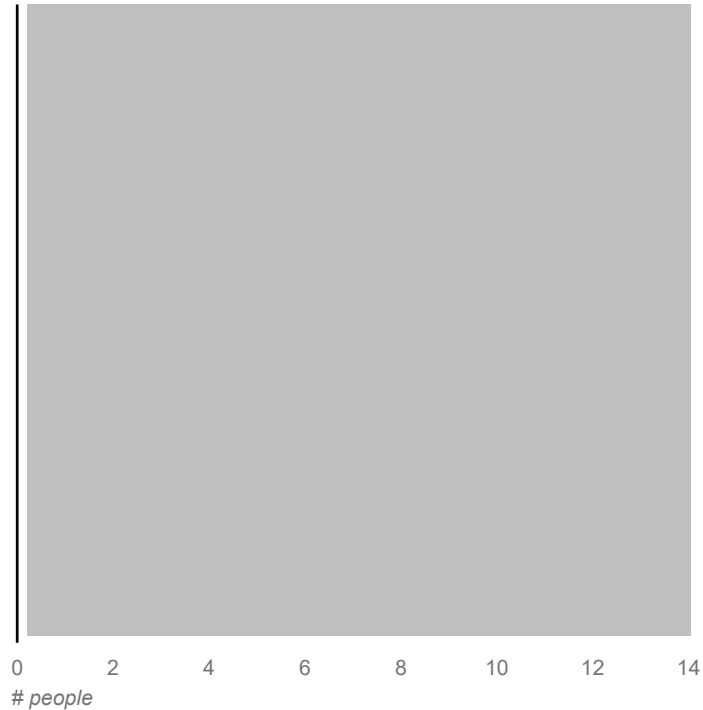
**May 8, 2023**

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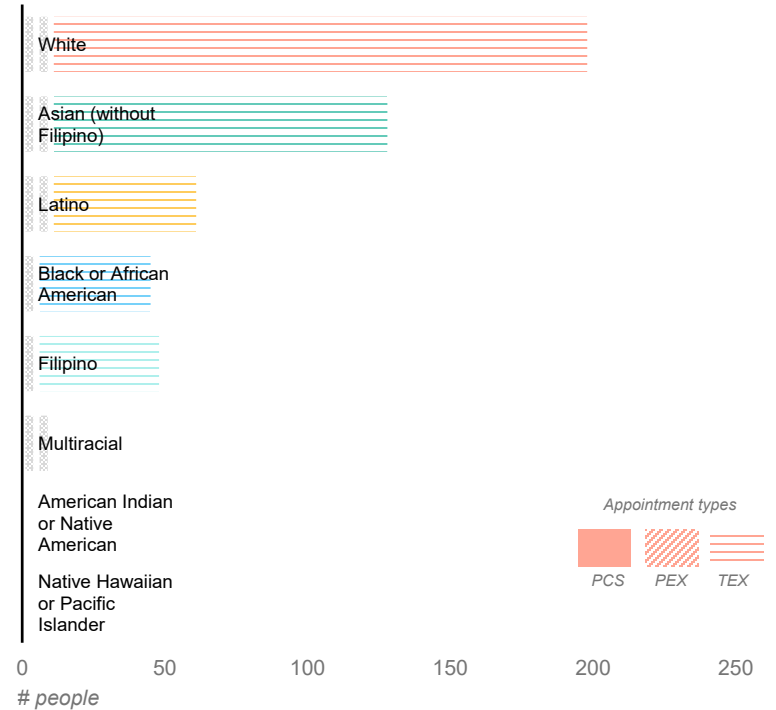
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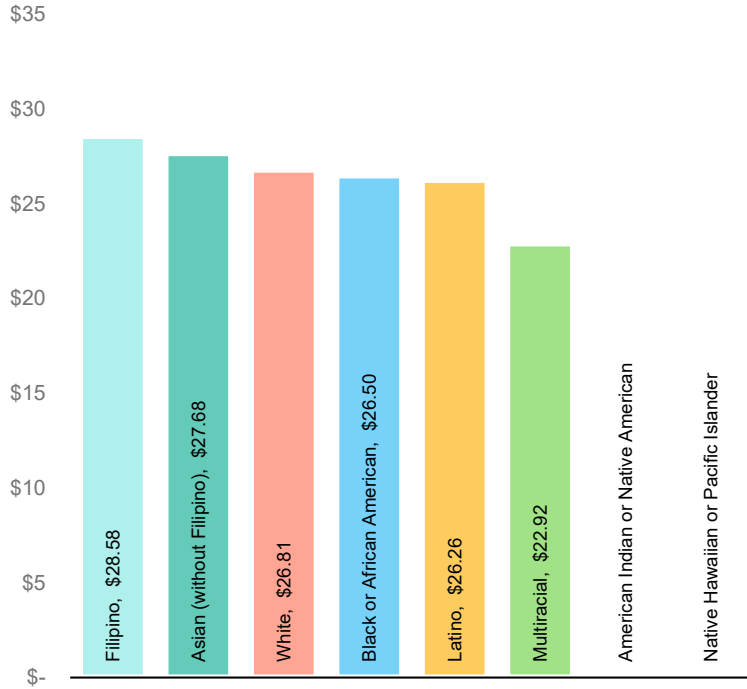
## REG: Senior management demographics (MCCP)



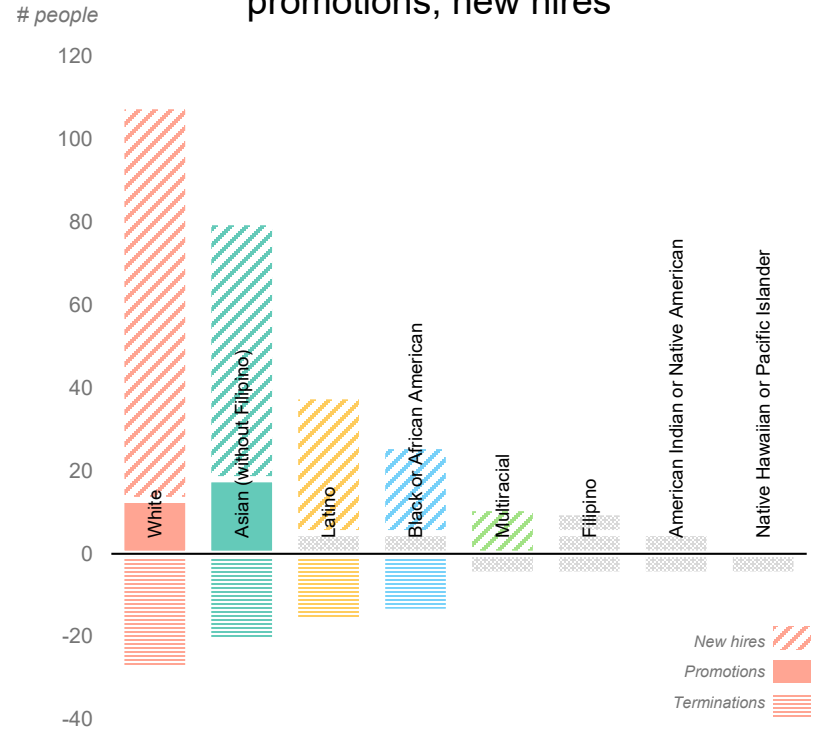
## REG: Overall department demographics



### REG: Average hourly pay for all employees



### REG: Number of terminations, promotions, new hires



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- **In the last year, we have made our recruitment strategies more accessible and equitable.**
    - **Why?** We needed to hire nearly 250 seasonal employees to assist with conducting the 2022 elections and wanted to ensure that the job applicant pool reflected our City's diversity.
    - **What did we do?** We simplified job announcements, liaised with new job recruitment partners, integrated equity-focused interview questions, and conducted post-interview surveys.
    - **What was the outcome?** Having cast a wider net, we successfully reached a wider audience, received applications from a diverse group of job-seekers, and met all of our hiring goals.
    - **What follow up will we do?** We will use the feedback we received from surveys to streamline our job descriptions further. We will continue to collaborate with the Department of Human Resources' Diversity Recruitment Team and local organizations to guide hiring for the 2024 elections.

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- **In the last year, we revised our staff orientation and poll worker training materials.**
    - **Why?** We had four elections in 2022 and wanted our training materials for both staff and poll workers to reflect a greater commitment to equity, inclusion, and anti-bias training.
    - **What did we do?** We updated our Employee Orientation Presentation to make equity-related ethical and legal duties a focal point. We also updated our poll worker training curriculum and manual to include City demographic data, adding more instruction on unbiased service and de-escalation procedures. We also began offering poll worker training in new off-site locations.
    - **What was the outcome?** We have received positive feedback from poll workers and staff.
    - **What follow up will we do?** We will continue to refine our orientation and trainings. We will also review collected poll worker data to identify additional neighborhoods for trainings.

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- **In the last year, we avoided unnecessary disciplinary actions by supporting our staff.**
    - **Why?** With four elections in 2022, we wanted to keep operations running smoothly . This meant providing all employees with the help and resources they needed to do their jobs well .
    - **What did we do?** To avoid unnecessary escalation and/or corrective action, we continuously strove to meet the needs of all employees and resolve issues at the lowest level possible . We also monitored the anonymous employee suggestion box and promptly addressed comments .
    - **What was the outcome?** We took zero disciplinary or adverse separation actions .
    - **What follow up will we do?** We will continue using these strategies to mitigate the need for disciplinary and termination processes and to prevent staffing and operational problems .

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- **In the last year, we launched a series of public surveys to gather feedback on our programs.**
    - **Why?** We wanted to know how San Franciscans felt about election services and programs in such a busy year with four elections .
    - **What did we do?** We administered a series of short, anonymous surveys . Each survey included a series of questions about a specific election program, service, or process . We incorporated demographic questions into all of our surveys so we could segment the data and assess outcomes for different groups .
    - **What was the outcome?** We addressed all immediately actionable feedback and documented other feedback to develop plans to improve or expand certain services for future elections .
    - **What follow up will we do?** We will continue to analyze survey data received in 2022 and use it to improve our services in future elections . We will also conduct additional external customer service and internal feedback surveys, with the goal of evaluating the effectiveness of our services and programs .

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- **In the last year, we expanded professional development opportunities for all employees.**
    - **Why?** We prioritized this work to help all employees reach their full potential .
    - **What did we do?** We successfully sought funding to support more internal trainings and professional development opportunities for our employees We partnered with a local vendor to provide Department -wide access to a series of online instructor -led workshops . Topics included professional development, personal well -being, inclusion and bias prevention .
    - **What was the outcome?** Employees chose a wide -range of courses, some of which were closely relevant to tasks done in their current roles, and some of which allowed them to expand their knowledge and skills in potential areas, such as management or new technology .
    - **What follow up will we do?** We will continue to seek funding for professional development trainings in future budget cycles . We will also continue to encourage voluntary participation by staff and to gather feedback on the effectiveness of professional development activity .



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- **In the last year, we made a special effort to nurture the Department's human connections.**
    - **Why?** We believe that by fostering an organizational culture of belonging, and by nurturing our local partnerships, we can broaden our reach and provide better services to voters .
    - **What did we do?** Most of this on-going effort consisted of small actions, in fact, far too many to list here . As one example of nurturing internal connections, we worked with SF Health Service System to secure and deliver fruit boxes and well-being related flyers to polling places . As one example of nurturing external partnerships, we administered grant programs with local non-profits serving vulnerable populations .
    - **What was the outcome?** Our staff and poll workers worked together to conduct four back-to-back elections in 2022, working with new and previously -established partners alike to avoid stress and error and to make our services ever more convenient and accessible .
    - **What follow up will we do?** We will continue to prioritize the personal well-being of elections workers, and to promote a supportive working environment .

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- **In the coming year, we will expand our voter outreach work with youth and families.**
  - **Why?** We want to reach as many young voters as possible for the 2024 elections.
  - **What steps will we take, and what guidance will we seek?** We have already begun partnering with Youthworks to expand our high school programs . Through these programs, we invite local high school students to learn about electoral processes, voter eligibility, and registration processes and to serve as poll workers .
  - **What does success look like?** In the short term, we hope to see an increase in participation and awareness among younger voters . Longer -term, we hope to provide high school interns and poll workers with experience that can help in their future endeavors and developing lifelong voting habits .

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- **In the coming year, we will expand outreach to justice-involved San Francisco residents.**
    - **Why?** Many justice-involved individuals may not be aware of their voting rights. We hope to raise awareness of voting rights restoration upon completion of a felony and help justice-involved individuals register to vote. We also plan to include this population in our poll worker and job recruitment efforts.
    - **What steps will we take, and what guidance will we seek?** We already have a number of long-standing partnerships with local organizations serving justice-involved populations. This year, we will expand these partnerships, fund related grant programs, and add new educational materials to our repository of outreach resources for justice-involved individuals.
    - **What will success look like?** Success will mean increasing election awareness and engagement in this community. For some, success might mean voting either from jail or after their release. For others, success might mean gaining work experience as a poll worker or elections worker.

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- **In fall 2023, we will make a greater effort to promote opportunities for elections work.**
  - **Why?** We hope to attract a diverse pool of candidates to fill nearly 250 temporary positions to help us conduct the 2024 elections .
  - **What steps will we take, and what guidance will we seek?** We will continue to work with Department of Human Resources' Diversity Recruitment team to conduct elections -focused career fairs, with a focus on a holding such a fair prior to each of the 2024 elections . Our primary goals will be to attract a diverse group of attendees and to streamline the recruitment process for applicants .
  - **What will success look like?** Success will mean providing equitable economic opportunities to the City residents who need them most . In particular, we hope our seasonal elections jobs continue to act as stepping stones to careers within the City and County of San Francisco .

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# Resources

- [2021-2023 Racial Equity Action Plan](#)
- [2021 Racial Equity Progress Report](#)



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# **Elections Commission**

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# 2022 Priorities & Progress

## ● Internal:

- Conducted both an internal assessment of existing initiatives and also a strategic planning session focused heavily on diversity, equity, inclusion, justice, belonging (DEIBJ) initiatives the Commission could undertake, including exploration of:
  - Commissioner compensation to increase appointment access for lower-income communities
  - Commissioner demographic data transparency
  - Referencing the ORE's "Organizational Culture of Belonging and Inclusion" to uphold an inclusive Commission culture
- Established commitment to apply a racial justice lens for at least one agenda item every month



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# 2022 Priorities & Progress, cont.

- External / Policies:

- Voted 4-2 to open a competitive selection process for Director of Elections in part to advance the City's racial equity goals and offer a diverse pool of candidates access and opportunity to compete for a leadership position
  - Passed resolution to permanently recite an Elections Commission-specific Land Acknowledgment at the opening of every Commission meeting, designed based on the Human Rights Commission
  - Established new relationship with the American Indian Cultural District to better incorporate community feedback into Commission policies
  - Initiated redistricting process reform as a strategic Commission priority to ensure fairness in local electoral representation
  - Drafted and submitted letter to relevant appointing authorities seeking diverse and more-representative candidates to fill Commission vacancies
  - Passed a motion to include Commissioner pronouns on the body's website page
  - Advocated for increased support for historically under-resourced and under-represented voting communities, including formerly incarcerated and in-jail voters
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# 2023 Goals

- Identify actionable and realistic short and long-term DEIBJ goals for the Commission, including:
    - Continued strategic planning sessions in the Budget & Oversight Committee
    - Remaining accountable to applying a racial equity lens for every Elections Commission meeting agenda
  - Establish a timely, transparent, and equitable competitive selection process for the Director of Elections position
  - Recommend that all appointing authorities consider racial diversity when there is an opening on the Commission, which is in the best interest of San Francisco residents . The Commission believes it is essential that individuals from under-represented communities have access to the opportunities to serve as members of the Elections Commission.
  - Complete redistricting reform initiative
  - Augment existing community partnerships to elevate under-represented constituent voices in Commission discussions, policies, and priorities
  - Provide better access & transparency on Commission website, including:
    - Commissioner demographics (self-identified & aggregated)
    - Ongoing Racial Equity / DEIBJ initiatives
    - Multi-lingual access
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# Resources

- Elections Commission Land Acknowledgment [Resolution](#) & [Memo](#)
  - [2022 Review: Elections Commission Racial Equity Discussion Lookback](#)
  - [Correspondance with Reporter Jonah Lamb on Elections Commission Racial Equity Progress](#)
  - [Racial Equity Action Item: Commissioner Compensation Research Memo](#)
  - [Elections Commission Budget & Oversight Committee Meeting – 2022 Racial Equity Discussion](#) (begins at 15:28)
    - [Meeting Agenda Item #5](#)
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