



Office of the Clerk & Recorder

1750 33rd Street • Boulder, CO 80301 • www.BoulderCounty.gov

Molly Fitzpatrick, Boulder County Clerk & Recorder

Request:

1. Reclassify an hourly position to a part-time FTE position

Justification:

- For the past 13 years, we have had an hourly employee managing Special District elections and undertaking specialized projects such as legislative research, the petition process, and retention standards.
- The complexity of this individual's responsibilities, particularly related to Special Districts, demands the same level of decision-making, expertise, and accountability typically associated with a full-time position.
 - These areas require a high degree of judgment and precision—ensuring the integrity of elections, navigating legal requirements, ballot access via the petition process, and addressing issues that arise within these specialized districts.
- While we do not believe this position should be full-time, we do believe it should be reclassified as a part-time FTE with benefits, given the scope and significance of this role.
- The Project Specialist position in the JT1 classification most appropriately matches this role's responsibilities.

BUDGET and REVENUE:

- The Clerk and Recorder's budget can absorb these changes if provided approval to transfer hourly to full time FTE dollars. We are able to absorb these changes from 2025 through 2027 and have attached the cost sheet burden to the request.
- In 2023, I led work within the Colorado Clerks Association and our office to overhaul the way counties within Colorado are reimbursed for election costs:
 - As a result, in 2024 we received \$470,000 more in reimbursement for the General Presidential Election as compared to 2020 General election reimbursement.
- Since 2020, our team has aggressively pursued and applied for/received \$1.2M in grant funding, primarily used to update aging technology without having to use general funds to do so.