

Duty Statement

Rank and File

Section I **POSITION INFORMATION**

Print or type.	A. Current Position Number	B. Probationary Period/Job Evaluation Period	C. Form 700 Filer?
	785-520-1402-600	12 Months	Yes
	D. Incumbent Name	E. Classification/Job Title	F. Date of Hire
		Information Technology Specialist I	
	G. Unit, Section, Division	H. Location	
	OVSTA, Executive	Sacramento	
	I. Name of Immediate Supervisor/Manager	J. Classification/Title of Immediate Supervisor/Manager	
Rodney Rodriguez	Information Technology Supervisor II		
K. CBID (Bargaining Unit)	L. Time Base	M. Tenure	
R01	Full Time	Permanent	
N. Work Schedule	O. Work Hours	P. Telework	
Monday – Friday	8:00 – 5:00	Hybrid	
Q. Background Check Required	R. Job Requires Driving Automobile	S. Certification Required	
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes Click here to enter text.	
<input checked="" type="checkbox"/> No	<input type="checkbox"/> No	<input checked="" type="checkbox"/> No	

Section II **JOB DESCRIPTION**

Indicate the major functions and associated duties, and the percentage of time spent on each (list higher percentages first). Essential functions assigned less than 5% should be combined with other task statements. The total percentage of all functions, including marginal, must equal 100%.

DESCRIBE THE ORIGINAL SETTING AND MAJOR FUNCTIONS

Under the general direction from the Information Technology Supervisor II, of the Office of Voting System Technology (OVSTA), the Information Technology Specialist I is responsible for voting technology auditing, testing and certification, which includes voting systems, electronic poll books, remote accessible vote by mail systems, ballot on demand systems, ballot printers, and other emerging election technologies. The incumbent is responsible for ensuring the technologies are secure and promote the integrity of statewide voting technology. The incumbent is also responsible for state and federal legislation analysis, and tracking regarding voting related technology. The incumbent will also be required to travel, be able to work off-hours and adjust their work schedule to accommodate business needs.

ESSENTIAL FUNCTIONS

Percentage	Description of Duty
40%	<p><u>Voting Technology Subject Matter Specialist</u></p> <p>The Information Technology Specialist I shall be a voting technology subject matter specialist for the Secretary of State and shall:</p> <ul style="list-style-type: none"> • Track, monitor and audit voting technology within the state, and ongoing issues around the country to identify potential performance and issues arising from actual use of voting technology. • Research reports and incidents with voting technology within the state and around the country. • Brief and make recommendations to the Secretary and senior staff about voting technology security issues and policy recommendations on a regular basis. • Represent the Secretary of State at local, state and national meetings on policy and information about voting technology. • Serve as subject matter expert regarding voting technology usage and auditing procedures to agency staff, key stakeholders (including county users), other members of the public and other governmental agencies. • Propose legislative, regulatory and process/procedural changes to improve certification, use and transparency of voting technology.
35%	<p><u>Certification/Testing and Project Management</u></p> <p>The Information Technology Specialist I shall be responsible for the review, testing and management of voting technology applications:</p> <ul style="list-style-type: none"> • Review system certification applications and technical data packages for • Develop technical understanding of system interfaces, functional performance and system security. • Develop highly customized testing plans (protocols) based on each system’s design and function. • Review and evaluate system change documentation to determine type of change (new features, enhancement, bug fix, etc.), and determine appropriate level and method of testing and verification. • Follow established testing standards and protocol including but not limited to strict chain of custody and proper documentation. • Schedule testing events, including volume testing, and manage associated logistics for such testing, including arrangement and contract management of consultant services, travel arrangements and securing resources. • Draft, manage and track testing consultant contracts, providing regular reports and documentation. • Oversee and conduct voting technology testing, including functional and regression testing of system, as well as volume reliability testing of system, which involves up to 100 units and 50+ test subjects. • Collect, analyze and summarize data from voting technology system testing. • Review, evaluate and edit proposed voting technology system use and security procedures for compliance with California Elections Code, California Code of Regulations, agency policy and industry best practices. • Draft and review staff report and consultant technical reports from voting system testing.

	<ul style="list-style-type: none"> Plan, organize and coordinate stakeholder demonstrations of voting technology systems and public hearings of voting technology systems. Present staff report on voting technology system examination at public hearings.
10%	<p><u>Technology Policy Advisor</u></p> <ul style="list-style-type: none"> Develop procedures and oversee implementation of additional program responsibilities, including but not limited to, controlled distribution of trusted voting system software and securing vote count programs.
5%	<p><u>Legislative Analysis:</u></p> <ul style="list-style-type: none"> Analyze and track state and federal legislation regarding voting-related technology. Evaluate proposed legislation for policy impact, legal consistency, cost implications, and feasibility. Draft reports or position papers that summarize a bill's intent, analyze potential outcomes, and suggest amendments. Analyze the fiscal impact of legislation, including cost estimates and funding sources. Work with other units to evaluate program funding levels and spending efficiency. Provide recommendations on budget proposals and legislative appropriations.

MARGINAL FUNCTIONS

Percentage	Description of Duty
5%	<p><u>Other Duties</u></p> <ul style="list-style-type: none"> Provide technical expertise and complex statistical analyses to determine trends associated with voting technology. Assist with various special projects including, but not limited to, election-related surveys, election observation, election night preparations, and voter education and outreach events. Assist with lifting equipment and assist with loading and unloading equipment.

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned that fall within their classification, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.

Section III EMPLOYEE/SUPERVISOR STATEMENT

EMPLOYEE'S STATEMENT: I HAVE READ AND UNDERSTAND THE DUTIES, RESPONSIBILITIES, AND PERFORMANCE EXPECTATIONS OF THE POSITION AND DISCUSSED WITH MY SUPERVISOR. I HAVE RECEIVED A COPY OF THE DUTY STATEMENT.

I CAN PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION WITH OR WITHOUT REASONABLE ACCOMMODATION: (If you believe reasonable accommodation is necessary, please initiate a discussion with either your supervisor or the Secretary of State's Human Resources Bureau).

EMPLOYEE NAME (PRINT FULL NAME)	EMPLOYEE SIGNATURE	DATE SIGNED
---------------------------------	--------------------	-------------

		▶
--	--	---

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE.

SUPERVISOR NAME (PRINT FULL NAME)	SUPERVISOR SIGNATURE	DATE SIGNED
▶	▶	▶