

Duty Statement

Supervisory

Section I

POSITION INFORMATION

Print or type.

A. Current Position Number	B. Probationary Period /Job Evaluation Period	C. Form 700 Filer?
520-4800-001	12 Months	Yes
D. Incumbent Name	E. Classification/Job Title	F. Date of Hire
Vacant	Supervisor I, HAVA Financial and Policy Unit Supervisor	TBD
G. Unit, Section, Division	H. Location	
Executive, OVSTA Financial and Policy Unit	Sacramento	
I. Name of Immediate Supervisor/Manager	J. Classification/Title of Immediate Supervisor/Manager	
NaKesha Robinson	Deputy Secretary of State, HAVA	
K. CBID (Bargaining Unit)	L. Time Base	M. Tenure
S01	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
☐ Yes	☐ Yes	☐ Yes Click here to enter text.
☒ No	☒ No	☒ 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 of the Deputy Secretary of State, HAVA Director, and within the Office of Voting Systems Technology Assessment, the incumbent demonstrates a depth of leadership and expertise in all the areas of financial and policy coordination.

The Supervisor I supervises a team of three analysts and manages the administrative, fiscal, and legislative/regulatory functions supporting OVSTA's expanded oversight under SB 851. The Supervisor I will oversee the development and tracking of Budget Change Proposals (BCPs), Statements of Work (SOWs), and funding reports, review and approve procurement documents and expenditure reports, and ensure compliance with applicable control agency requirements. The Supervisor I will also provide strategic guidance on legislation, policy proposals, and long-term planning related to election technology certification and ballot printer oversight.

Beyond supervisory and budgetary duties, the Supervisor I coordinates cross-functional initiatives, including testing events, public hearings, stakeholder engagement, and outreach activities, and act as the primary liaison between OVSTA, department leadership, and

external partners. This role is essential to ensure that OVSTA maintains operational effectiveness, program integrity, and administrative readiness as California adapts to evolving threats, advances in election technology, and new statutory mandates.

The incumbent will work closely in cooperation with SOS program areas; utilize good judgment, tact, and analytical skills; and exercise discretion in confidential matters. Maintain regular, consistent and predictable attendance in the performance of these specific functions:

ESSENTIAL FUNCTIONS

Percentage	Description of Duty
40%	Planning and Leadership - Assign responsibilities, tasks and projects to OVSTA analytical staff; establish priorities and timelines; monitor progress and provide direction to ensure assignments are completed accurately and timely. - Review and evaluate staff work products; establish performance expectations; provide feedback and coaching, and complete and discuss probationary reports and annual performance appraisals with staff. - Propose legislative, regulatory, policy, and process/procedural changes to improve the OVSTA's mission, operational effectiveness, and transparency. - Develop procedures and oversee implementation of new or expanded program responsibilities assigned to analytical staff. - Identify staffing requirements, develop duty statements, job specifications and announcements; Evaluate job applications and conduct interviews of applicants; make hiring recommendations. - Identify individual and group training needs and development or coordinate training, cross-training, and professional development opportunities and experiences based on those needs.
30%	Regulation, Legislative Analysis and Policy Development - Oversee the research, development, and review of OVSTA regulation packages, legislative analysis, policy approvals, and guidance documents, including County Clerk/Registrar of Voters memoranda (CCROVs). - Ensure compliance with California elections code, HAVA requirements, applicable state and federal laws, industry best practices; and other policies related to voting technology. - Direct or conduct complex statistical analyses to determine trends associated with demographic information related to voting technology policy and develop findings for consideration. - Advise leadership regarding the potential fiscal, operational, and policy effects of proposed legislation, regulations, and program requirements.
20%	Financial Management - Oversee and monitor OVSTA and HAVA administered funding programs. - Review fiscal reports, funding requests, Budget Change Proposals, procurement documents, and other financial work products for accuracy, completeness, and compliance with applicable state and federal requirements.

	- Brief and make recommendations to the Deputy Secretary and senior staff about funding issues and policy recommendations on a regular basis. - Serve as subject matter expert regarding OVSTA and HAVA funding, including testifying at public hearings, and representing the Secretary of State at various stakeholder meetings.
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MARGINAL FUNCTIONS

Percentage	Description of Duty
10%	Other Duties: Assist with various special projects including election observation, election-related surveys, election night preparations, and voter education and outreach events.

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
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