

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?
785-508-5393-004	12 Months	No
D. Incumbent Name	E. Classification/Job Title	F. Date of Hire
	Analyst II – Initiatives, Referenda, and Recall Analyst	
G. Unit, Section, Division	H. Location	
Elections Division	Sacramento	
I. Name of Immediate Supervisor/Manager	J. Classification/Title of Immediate Supervisor/Manager	
Tamiko Heim	Supervisor I/ Voter Information Guide/Initiatives	
K. CBID (Bargaining Unit)	L. Time Base	M. Tenure
R01	Full Time	Permanent
N. Work Schedule	O. Work Hours	P. Telework
Monday – Friday	8:30 – 5:30, Overtime will be required.	Hybrid
Q. Background Check Required	R. Job Requires Driving Automobile	S. Certification Required
☐ Yes ☒ No	☐ Yes ☒ No	☐ Yes Click here to enter text. ☒ 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 direction of the Voter Information Guide and Initiative Manager in the Elections Division of the Secretary of State's Office, the incumbent performs the duties of an Analyst II. These duties include the coordination of statewide initiative, referendum, and recall processes, and the coordination of mailing the state Voter Information Guide to California voters ahead of each statewide election. It is expected that instances of overtime will naturally arise throughout the duration of the election period during any given statewide election. Vacation blackout periods are in effect around Statewide election days to ensure adequate staffing and support for election-related duties. Maintains regular, consistent, and predictable attendance in the performance of these specific functions:

ESSENTIAL FUNCTIONS

Percentage	Description of Duty
35%	<u>Initiatives, Referendum, and Recalls:</u> Coordinate the end-to-end statewide initiative and referendum processes including the initiative qualification process from the initial title and summary stage, to accurately tracking and reporting the number of unverified and verified signatures, to ultimate certification or failure. Coordinate the end-to-end tracking and reporting processes of state recalls. Both processes include, but are not limited to, ensuring that both the Elections Code and Government Code are strictly adhered to, working closely with the Attorney General's Office, proponent(s), county elections officials, administrative staff, and other SOS staff. Independently, and/or in conjunction with legal staff, revise signature verification and related procedure guidelines. Receive, compile, and analyze statutorily required biennial county and municipal initiative reports for distribution to the public and work with outside stakeholders to provide other election data. Maintain physical historical and working files related to initiatives, referendum, and recalls. Coordinate the maintenance of the Statewide Initiative Handbook and Statewide Initiative History to ensure compliance with existing regulations and newly enacted legislation. Provide training to internal and external stakeholders regarding the initiative and referendum process through in-person or digital methods. Independently research and analyze complex issues and requests from a variety of stakeholders. Assist in the development and implementation of methods to improve the efficiency and integrity of initiative and referendum processes and to comply with new program mandates. Maintain, analyze, and verify other initiative- and/or recall-related statistics and prepare reports for use by Elections Management and Executive Office staff.
25%	<u>Voter Information Guide:</u> Coordinate the mailing of the Voter Information Guide for every statewide election. Conduct analysis to develop forecasts and usage reports of mailing and postage. Track Voter Information Guide orders and mailing, and maintains postage accounts. Serves as contract manager for vendors and coordinates with United States Postal Service (USPS) regularly. Reviews and processes county reimbursement claims. Assists with the coordination of mandatory public display of Voter Information Guide contents, ballot titles and summaries, candidate statements, and all materials relating to measures slated to appear on statewide ballots in adherence to both the Elections Code and Government Code. Assist in tracking all litigation regarding contents of the Voter Information Guide and ensure that all court ordered changes are satisfactorily made within specified timelines. Assist with the coordination of the verification of audio, and other alternative formats of Voter Information Guide for general distribution to the public.
25%	<u>Legislative Analysis:</u> Track and analyze various legislation regarding election related programs and materials. Prepare detailed analyses of the effects each proposal would have on state and county elections programs including fiscal, procedural, and logistical effects to be distributed to agency and legislative staff through the Secretary of State's legislative office.
10%	<u>Candidate Statements:</u> Assist with the coordination of the inclusion of candidate statements in the State Voter Information Guide and on the Secretary of State's website. Assist in the tracking of Proposition 34 lists of state legislative candidates eligible to purchase space in county voter information guides.

MARGINAL FUNCTIONS

Percentage Description of Duty

5%	Special Projects: Contribute in a wide variety of election areas, including, but not limited to election-related surveys, election night preparations, and outreach events. Coordinate the compilation and production of the internal Elections Almanac including statistical data related to tasks conducted by the division. Respond to correspondence, telephone, and walk-in requests for election information from county elections officials, the media, the Legislature, and the general public. Perform complex election-related research projects. Participate in various elections-related meetings and conferences. Other duties as required to meet the goals and requirements of the Division.
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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 ➡
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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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