

Duty Statement

Supervisory

Section I**POSITION INFORMATION**

Print or type.

A. Current Position Number	B. Probationary Period /Job Evaluation Period	C. Form 700 Filer?
785-500-4801-004	12 Months	Yes
D. Incumbent Name	E. Classification/Job Title	F. Date of Hire
	Supervisor II/Voter Registration Section Manager	
G. Unit, Section, Division	H. Location	
Elections Division – Voter Registration	Sacramento	
I. Name of Immediate Supervisor/Manager	J. Classification/Title of Immediate Supervisor/Manager	
Joanna Southard	Assistant Chief of Elections	
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 Assistant Chief of the Elections Division, the Supervisor II is the second management level over analytical and administrative roles and is responsible to provide program management and direction over key Elections Division functions of the VoteCal Statewide Voter Registration System program. Oversees, coordinates, and maintains efficient workflow while ensuring the completion of program activities for the three areas of the VoteCal program—Operations, Help Desk and Customer Service, and Restorations and Cancellations units. Manages the budget, contracts, personnel, records retention, and space management for the unit. 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
40%	<u>Leadership and Program Oversight:</u> Oversees the development and implementation of operational objectives and strategic program initiatives for complex and specialized Elections Division programs. Manages and guides Elections Division programs through subordinate staff to ensure successful completion of program mandates with statewide impact. Ensure the activities of all units align with Division goals and practices. Direct and provide leadership to management staff in the various program areas of the Elections Division. Ensures priorities, objectives, and assignments are accurately and timely completed. Provide program leadership, guidance, direction and support to the Assistant Division Chief and Division Chief as well as agency/division managers on complex and sensitive issues related to the administration of Elections Division programs. (E)
30%	<u>Operations:</u> Oversee the development and implementation of methods to improve efficiency, functionality, and integrity of program processes and in compliance with new and existing program mandates. Develop policies, procedures, and standards in-line with the program goals of the Division Chief and Secretary of State's mission in order to maintain and improve programmatic operations. Oversee and prioritize staff assignments to ensure Division's goals and objectives are met accurately and timely in accordance with applicable policies, procedures, laws, and regulations. Keep the Assistant Division Chief and Division Chief apprised of any situations that must be monitored. (E)
20%	<u>Administrative:</u> Utilize expert knowledge, principles, best practices, and established expectations to monitor, manage, and address personnel issues, concerns, and complex operations problems. Establish and maintain procedures and expectations for managing staff performance and professionalism. Keep apprised of applicable training tools, resources, and classes for the ongoing development and training of staff. Assist in the analysis and review of legislative and regulatory proposals for impact and feasibility of integration to Elections Division programs including evaluating fiscal impacts and staffing needs. Develops and plans practical approaches to implementation of enacted proposals. Build and maintain trust in Election Division programs by providing reliable, authoritative advice on program policies, procedures, and issues while consistently meeting high standards for accessibility and transparency of election processes. (E)

MARGINAL FUNCTIONS

Percentage	Description of Duty
10%	<u>Other:</u> Participate in meetings and conferences regarding policies, initiatives, and legislation which have direct significance to the operations of the Division's programs. Represent the Elections Division in internal and external meetings. Research, resolve, and respond to complex and sensitive correspondence and telephone and walk-in requests for election information from county elections officials, the media, the Legislature, and the general public. Other duties as required. (M)

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 ➡
--	---------------------------	------------------