

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?
785-502-5393-003	12 Months	No
D. Incumbent Name	E. Classification/Job Title	F. Date of Hire
	Analyst II – Alternative Voting/Voting Locations/Ballot Tracking	
G. Unit, Section, Division	H. Location	
Voter Services, Operations, Elections Division	Sacramento	
I. Name of Immediate Supervisor/Manager	J. Classification/Title of Immediate Supervisor/Manager	
Sarah Brar	Voter Services Manager (Supervisor I)	
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, may require overtime after the close of business, including weekends and may require some travel.
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 direction of the Voter Services Manager (Supervisor I) of the Elections Division within the Secretary of State's Office (SOS), the incumbent performs duties of an Analyst II. Duties include coordination of the vote-by-mail voting, provisional voting, ballot tracking, and voting location program areas. This position also serves as a liaison to SOS, county elections officials, and the United States Postal Service. 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
50%	<u>Alternative Voting:</u> Serve as subject matter expert on early voting, voting by mail, and provisional voting. Maintain familiarity with procedures, policies, and laws pertaining to alternative voting. Create and distribute information to voters, elections officials, and other stakeholders regarding all aspects of alternative voting methods by maintaining information posted on the SOS website, communicating through advisory memos, creating fact sheets and reference materials, and attending meetings. Serve as a liaison to SOS, county elections officials and the United States Postal Service on all aspects related to voting by mail. Conduct, compile, and analyze vote-by-mail and provisional voting surveys of county elections officials after each election. Compile and analyze data to identify trends and historical statistics of alternative voting usage. Create reports and present recommendations to management based on completed analyses.
25%	<u>Voting Locations:</u> Coordinate the collection of voting locations and voting information, including polling places, vote centers, early voting sites, and ballot contest information from county elections officials to support voting information look-up tools. Serve as liaison to county elections officials and external partners to facilitate project planning, implementation, and follow-up. Develop, update, and proof tracking documents and communications to stakeholders and county elections officials to ensure correct data files are received, analyzed, tested, and published. Stay up to date on changes to laws, policies, and procedures to ensure compliance and consistency across the state.
20%	<u>Ballot Tracking:</u> Serve as subject matter expert and coordinate efforts between SOS, county elections officials, and external stakeholders on the vote by mail ballot tracking system. Identify, track, and resolve issues identified with stakeholders. Develop training, resources, and outreach materials. Coordinate system changes and conduct user acceptance testing of system changes. Document procedures and processes for stakeholders. Conduct analyses of ballot tracking program to monitor progress and prepare reports for management. Assist with contract management to ensure compliance with all requirements and deliverables.

MARGINAL FUNCTIONS

Percentage	Description of Duty
5%	<u>Special Projects:</u> Contribute expertise in a wide variety of election areas, including, but not limited to: compiling post-election surveys, analyzing program data, and drafting program-related procedures. Perform analysis of election-related legislative bills. Respond to correspondences, telephone, and walk-in requests for election information from county elections officials, the media, the Legislature, and the general public. Other duties as required to meet the goals and requirements of the Division.

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
➡	➡	➡