

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?
785-502-5393-001	12 Months	No
D. Incumbent Name	E. Classification/Job Title	F. Date of Hire
	Analyst II – Web, Accessibility Coordinator	
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	8:15 – 5:15, Overtime will be required	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 direction of the Voter Services Manager in the Elections Division of the Secretary of State's office, the incumbent performs duties of an Analyst II and is responsible for the maintenance of the division's webpage and all publications posted to the division's webpage, responding to email inquiries from the public and external stakeholders, assisting in election night processes, and is the Division expert on web document accessibility. 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%	WEB DEVELOPMENT: Coordinate the planning, organizing, monitoring, and maintenance of the Elections Division webpage, which may include building new pages, updating content, redesigning pages, coordinating translations of web pages, and working with management/staff to ensure consistency of formatting and accuracy of all information posted. Coordinate the creation and launch of the Voter Information Guide website for each statewide election. Serve as the Division's Office Automation Division Coordinator (OADC) and liaison to the Information Technology Division (ITD) on web and other automation issues that affect the Elections Division.
20%	ACCESSIBILITY: Serve as the division's subject matter expert on accessibility guidelines for the website and website publications. Develop and maintain webpage compliance procedures to ensure access to the Elections Division webpage for persons with disabilities. Responsible for ensuring documents posted on the Elections Division webpage are accessible by following Web Content Accessibility Guidelines (WCAG). Keep up to date on latest accessibility regulations, laws, and policies, and apply to daily tasks.
15%	COMMUNICATIONS: Serve as the division's webmail representative and respond to daily election-related emails. Develop and continuously update standardized responses to voter inquiries based on applicable elections law and policies. Provide analytical support to the Voter Hotline and ensure that communications from the Division are provided in a standardized format. Coordinate the posting and distribution of memos and advisories to county elections officials and the public.
10%	ELECTION NIGHT REPORTING: Participate as a member of the Election Night Reporting Team by assisting in the preparation of election night instructions and reporting forms and assisting in the completion of the semi-official (election night) and official canvasses. Responsible for generating batch reports for posting to election night webpage.

MARGINAL FUNCTIONS

Percentage	Description of Duty
5%	SPECIAL PROJECTS: Assist with the design, maintenance, and production of Elections Division program materials such as published reports, newsletters, and various other projects. 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, telephone, and walk-in requests for election information from county elections officials, the media, the Legislature, and the general public. Other duties as required.

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
➡	➡	➡