



**COUNTY OF SANTA CLARA
INVITES APPLICATIONS FOR THE POSITION OF:**

Election Division Coordinator

An Equal Opportunity Employer

SALARY

\$45.21 - \$54.96 Hourly \$3,616.48 - \$4,396.40 Biweekly \$7,835.71 - \$9,525.53 Monthly
\$94,028.48 - \$114,306.40 Annually

ISSUE DATE: 12/20/17

FINAL FILING DATE: 01/17/18. If the Final Filing Date states "Continuous", the application filing period may close any time after ten business days from the issue date of this job announcement if sufficient qualified applications have been received. Postmarks are not acceptable, therefore it is important to submit your application as soon as possible.

THE POSITION

Under general direction of the Registrar of Voters, plans, organizes, directs and controls one or more divisions within the Office of the Registrar of Voters; provides technical expertise; and may perform the most complex work of the division(s).

This position will be managing the Candidate Services Division of the Registrar of Voters' Office. The Candidate Services Division is responsible for creation and distribution of candidate nomination documents, measure documents, Candidate Guides, receives and reviews all Fair Political Practices Commission filings, conducts informational seminars for local jurisdictions in preparation of their respective elections, as well as creating the certification documents for all elections. The successful candidate will manage the Candidate Services operations in all elections and will require working long hours. Knowledge and experience in election process is a must.

TYPICAL TASKS

- Assesses long-term training needs, develops and implements appropriate training;
- Researches and applies election and related codes and regulations as they relate to division functions;
- Provides information to other agencies, candidates, the public and others regarding the election process;
- Coordinates vendor support, user training and troubleshooting for computer systems as appropriate;
- Interviews, hires, trains, supervises and evaluates subordinate staff;
- Resolves work-related staff problems within guidelines;
- Plans for staff coverage and approves and schedules vacation requests accordingly;
- Develops, implements and revises procedures and related forms;

- Coordinates and supervises designated election day activities;
- Reviews and takes appropriate security measures to ensure integrity of election process;
- Responds to and resolves citizen concerns/complaints in a timely manner;
- Maintains hardware, software and/or manual file databases;
- Maintains records, computes costs and prepares reports and billing for services in accordance with program needs;
- Ensures the accuracy of all ballot and informational materials and proofreads materials for correctness and completeness;

Depending on the specific program assignment/s, positions are assigned any combination of the following tasks: (The following list is not intended to represent the full array of tasks an incumbent may be assigned but rather is reflective of the general nature of the work assignment and level and scope of responsibility inherent in positions allocated to this class.)

- Supervises large numbers of temporary personnel during peak periods;
- Oversees the nomination process, including receiving, filing and recording nomination documents such as campaign statements, declarations of candidacy, filing fees, and ballot measure arguments and rebuttals; and ensures that required signatures are obtained to place the candidate or measure on the ballot;
- Prepares and circulates instructions related to all phases of the nomination and ballot process;
- Develops and produces training materials including videos, handbooks, manuals, scripts, course materials for staff, voter education and outreach programs;
- Provides and receives ballot request forms and verifies voter signatures;
- Oversees Voter Registration, Affidavit Processing Program including updating, purging and maintaining the County voter file, researching the voter file to resolve problems and validation of voter signatures when required by law;
- Oversees the preparation of the Sample Ballot and/or Voter Information Pamphlets for printing for all Federal, State, County, City, special district and recall elections;
- Oversees the receiving, distribution, recovery, repair and storage of election materials and equipment;
- Oversees the Absentee Ballot Program including providing and receiving of ballot request forms, recording of voters and absentee canvassing procedures;
- Prepares election timetables, voting schedules, election notices and arranges for their publication;
- Prepares ballot copy, pamphlet copy and/or precinct instructions, orders and prepares quotation requests and estimates production costs;
- Directs the updating of precinct and district maps; maintains election precinct, jurisdictional and district boundary lines and maps; provides expertise to redistricting

bodies with regard to proposed plans; implements all redistricting plans and redraws precinct boundaries in compliance with redistricting boundary changes;

- Reviews and approves all polling places selected for an election;
- Oversees translation process of election materials;
- Supervises one or more aspects of canvass procedures following elections.

EMPLOYMENT STANDARDS

Sufficient training, education and experience that demonstrate the ability to perform the above tasks and demonstrate possession and application of the following knowledge and abilities:

Experience Note: The knowledge and abilities to perform this function would typically be acquired through training and experience equivalent to graduation from college, plus one year of responsible administrative experience in work requiring the application of laws and processes related to the functions of the Registrar of Voters and one year of supervisory experience.

Knowledge of:

- Principles of supervision and training;
- Contemporary office practices and procedures;
- Basic math and statistical methods;
- Basic research methods;
- Various complex filing and tracking systems;
- Effective communication techniques;
- The provisions of the United States Constitution, State of California Constitution; and the California Elections, Government, Education, and other related Codes, regulations, and requirements governing the conduct of elections and the provision of related services.

Ability to:

- Supervise, plan and direct the work of others;
- Evaluate and train employees;
- Organize and establish office priorities;
- Apply independent judgement and initiative;
- Manage multiple projects and details under limited time demands;
- Devise and adapt methods and procedures to meet changing program needs;
- Speak and write effectively;
- Research and apply specific laws and ordinances including those contained in: California Elections, Government, Education, and other related Codes, regulations, and

requirements governing the conduct of elections and the provision of related services;

- Collect, analyze and present data, perform other research and prepare reports;
- Establish and maintain cooperative working relationships with staff and others contacted in the regular course of work;
- Work evenings and weekends; on an as-needed basis.

VETERANS PREFERENCE INFORMATION: Any veteran who has submitted a copy of their DD214 form, and received a discharge of other than dishonorable, from the armed forces showing service in any branch of the United States military will be given a preferential credit of five percent (ten percent for those identified as disabled veterans), after attaining a passing examination score for a numerically scored examination, as applicable by Memorandum of Understanding.

THE EXAMINATION PROCESS: The examination process may include one or more of the following: application review, application appraisal, preliminary competitive rating, performance test, written test, and/or oral interview examination.

This recruitment may require completion of Supplemental Questions in order to evaluate your education, training and experience relative to the required knowledge and abilities for the position you are applying for.

Your responses to the questions may also be reviewed and scored in a Competitive Rating evaluation process based on pre-determined rating criteria. Your answers should be as complete as possible, as no additional information will be accepted from applicants once the Competitive Rating evaluation has begun.

*New Hires shall be subject to a pre-employment criminal background check.

DISASTER SERVICE WORKERS: Under California law, all County employees are designated as Disaster Service Workers (DSW). In the event of a catastrophic event, County employees may be expected to fulfill emergency action assignments. As DSW's, they may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

INFORMATION ON PERS CONTRIBUTION: For new members, salaries above a limitation imposed by federal law (that limit per IRS is \$118,775 for 2017): (1) neither the County nor the employee makes contributions to PERS on the portion of salary that exceeds the limit, and (2) the portion of the salary that exceeds the limit is not used by PERS to calculate the retirement benefit. If you were a member prior to January 1, 2013, the limit is \$270,000 for 2017.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.sccjobs.org/>

OR

70 W. Hedding Street, 8th Floor, East Wing
San Jose, CA 95110

EXAM #17-G90-C
ELECTION DIVISION COORDINATOR
IV

Election Division Coordinator Supplemental Questionnaire

- * 1. Please answer the following questions. Completion of the following supplemental questions is REQUIRED for your application and is an integral part of the evaluation process. Initially, it will be used to determine minimum qualifications. For those applicants meeting the employment standards, this information will be critical in the subsequent competitive assessment to identify those candidates to be invited to continue in the examination process. Your responses to the questions may also be reviewed and scored in

a Competitive Rating evaluation process based on pre-determined rating criteria. Your answers should be as complete as possible, as no additional information will be accepted from applicants once the Competitive Rating process has begun. Please include the name of employer, job title, dates of employment and number of hours worked per week for questions asking about your experience. A response of "see resume" or "see application" will deem your application incomplete. Vague, incomplete or non-responsive answers could result in no or low scores in a competitive rating process. Do you understand this?

Yes No

* 2. What is the highest level of education you have completed?

- High School or GED equivalent
- College (1 to 29 semester units / 1 to 44 quarter units)
- College (30 to 59 semester units / 45 to 89 quarter units)
- College (60 to 89 semester units / 90 to 134 quarter units)
- College (90 to 119 semester units / 135 to 179 quarter units)
- College (120 or more semester units / 180 or more quarter units)
- Associate's Degree
- Bachelor's Degree
- Master's Degree
- Doctoral Degree

* 3. Describe your responsible administrative experience in work requiring the application of laws and processes related to the functions of the Registrar of Voters Office. Indicate employer (s) job title(s), start/end dates of employment and hours worked per week. If none, type N/A. Note: Typically responsible administrative experience includes analyzing and applying application of laws and processes related to the functions of the Registrar of Voters Office.

* 4. How many years of supervisory work experience do you possess?

- No experience
- Less than one year
- One to less than two years
- Two to less than three years
- Three to less than four years
- Four to less than five years
- Five or more years

* 5. Describe your experience performing supervisory responsibilities. Include the quantity and title of staff you supervised and the supervisory duties performed (for example, hiring, counseling, assigning work, etc.) for each employer listed. Indicate employer name(s), job title(s), start/end dates of employment and hours worked per week. If none, type N/A.

* 6. Describe your election experience and the application of laws and ordinances. Include your experience in the provisions of the California Elections, Government, Education, and other related Codes, regulations, and requirements governing the conduct of elections and the provision of related services. Indicate employer name(s), job title(s), start/end dates of employment and hours worked per week. If none, type N/A.

- * 7. Select from the following that you have experience with as it relates to elections processes: (check all that apply)
 - Specific systems, equipment, and/or software used for election management
 - Voter Registration records management
 - Precinct management
 - Ballot creation
 - Ballot processing
 - Ballot tabulation
 - Other
 - None of the above

- * 8. Please describe your experience for each election process you selected above. Indicate employer name(s), job title(s), start/end dates of employment and hours worked per week. If none, type N/A.

- * 9. Describe in detail your experience working with elected officials, community based organizations, and the media. Include the purpose of your interaction and your role and responsibility. Indicate employer name(s), job title(s), start/end dates of employment and hours worked per week. If none, type N/A.

- * 10. Do you possess election specific certification(s)? If yes, please provide the following information: a) Certification title b) Issuing agency c) Date issued d) Expiration date (if any) If you do not possess election specific certifications, indicate N/A.

- * 11. Are you willing to work irregular hours which may include nights and weekends around elections?
 - Yes No

- * Required Question