



STATE OF MICHIGAN
invites applications for the position of:

Departmental Analyst 12- Senior Elections Online Training Specialist

An Equal Opportunity Employer

JOB #: 2301-18-EL308

DEPARTMENT: Department of State

JOB TYPE: Permanent Full Time

BARGAINING UNIT: NON-EXCLUSIVE REPRESENTED EMPLOYEE (NERE)

SALARY:

<u>Hourly</u>	<u>Biweekly</u>	<u>Annually</u>
\$23.39 - \$34.21	\$1,871.20 - \$2,736.80	\$48,651.20 - \$71,156.80

OPENING DATE: 07/13/18

CLOSING DATE: 07/24/18 11:59 PM

JOB DESCRIPTION:



The Department of State (Secretary of State) is looking for honest, motivated, and hardworking individuals with a positive attitude and strong ethical standards to join our team and provide our customers with courteous and knowledgeable service in an expedient and friendly manner!

POSITION DUTIES – This position oversees and leads Bureau of Elections (BOE) activities related to the planning, development, implementation, maintenance, communication and tracking of online training programs and other online references and resources. This position is responsible for overseeing and planning all aspects of the online Elections eLearning Center, which serves approximately 3,400 election officials statewide. Duties include development of the overall online training curriculum and required components of Michigan's mandated Continuing Education program for election officials; developing and maintaining the overall online training learning management system (LMS) currently contracted with Cornerstone on Demand; developing online SCORM course material covering complex topics related to election administration, utilizing specialized software like Lectora and Camtasia; managing the system components related to enrolling, assigning, and tracking election officials' completion of online coursework to ensure required training elements are completed timely; developing complex online data collection through an application like Zoho; managing contracts with outside service providers; and coordinating, managing and implementing continual updates and improvements to all BOE web resources. The position also provides technical assistance to Michigan election officials and BOE staff, develops training manuals and other reference material; leads and participates on special projects; and acts as a state- and national-level liaison for BOE related to our online training programs.

APPOINTMENT TYPE/BENEFITS - This position is Full-Time. Therefore, you would be eligible to participate in the benefits offered by the state.

[Departmental Analyst 12 - Position Description](#)

REQUIRED EDUCATION AND EXPERIENCE:**Education**

Possession of a bachelor's degree in any major.

Experience

Three years of professional experience, including one year of experience equivalent to the experienced (P11) level in state service.

ADDITIONAL REQUIREMENTS AND INFORMATION:

You must apply for this vacancy through the NEOGOV system; click on "Apply" in the job posting for instructions in submitting your electronic application. Your application for any position does not guarantee that you will be contacted by the Department for further consideration. Only those applicants interviewed will be notified of the results.

Civil Service Commission Rule 2-7 requires that all newly hired state employees submit to and pass a pre-employment drug test prior to their actual appointment. Due to the nature of work of the Department of State, criminal and driving records will be checked. Any position offer will be conditional until results of the criminal background record checks indicate eligibility for employment.

If you have questions with navigating through NEOGOV or need assistance with uploading and/or attaching your documents, please view the following contact information: [SOM How to Apply](#).

View the job specification at: http://www.michigan.gov/documents/DepartmentalAnalyst_12505_7.pdf

Department of State
P.O. Box 30775
Lansing, Michigan 48909

SOSEmployment@michigan.gov

Departmental Analyst 12- Senior Elections Online Training Specialist Supplemental Questionnaire

- * 1. DEPTALT - Do you possess one of the following? A bachelor's degree or higher in any major. If so, please attach a copy of your official college transcripts; OR at least one year of professional level experience in the state of Michigan classified service.
 - Yes
 - No
- * 2. DEPTALTA- Do you possess at least three years of professional experience?
 - Yes
 - No
- * 3. Are you related to anyone working at the Department of State (Secretary of State)?
 - Yes No
- * 4. If you answered "yes" to question #3, please list the name of each relative. If you answered "no" to question #3, please enter "none."
- * 5. Please select your experience related to the planning, development, and maintenance of a learning management system and developing online training courses and videos.
 - None
 - Less than 1 year
 - 1 year - 2 years
 - 3 years - 4 years
 - More than 4 years
- * 6.

Please describe your experience related to the planning, development, and maintenance of a learning management system and developing online training courses and videos. If you do not possess this experience, please enter "none".

- * 7. Please select your experience with the planning, development, and maintenance of web pages.
 - None
 - Less than 1 year
 - 1 year - 2 years
 - 3 years - 4 years
 - More than 4 years
 - * 8. Please describe your experience with the planning, development, and maintenance of web pages. If you do not possess this experience, please enter "none".
 - * 9. Please describe other technical software program experience relevant to the position description. If you do not possess this experience, please enter "none".
- * Required Question