STATE OF NORTH CAROLINA
invites applications for the position of:

Elections Data Analyst

JOB CLASS TITLE: Statistician II

POSITION NUMBER: 65027807

DEPARTMENT: State Board of Elections

DIVISION/SECTION: Public Information

SALARY RANGE: $48,051.00 - $86,431.00 Annually

RECRUITMENT RANGE: $48,051 - $65,000

SALARY GRADE / SALARY GRADE EQUIVALENT: GN13

COMPETENCY LEVEL: Not Applicable

APPOINTMENT TYPE: Time-Limited Full-Time

WORK LOCATION: Wake County

OPENING DATE: 04/24/20

CLOSING DATE: 05/08/20 5:00 PM Eastern Time

DESCRIPTION OF WORK:
***This position is grant funded and is time-limited UP TO 3 years (permanent status is subject to the availability of funds)***
Max Salary: $75,000 (pending qualifications)

Description of Agency:
The N.C. State Board of Elections is the statewide agency that supervises elections administration, enforces campaign finance requirements, and conducts associated investigations. The State Board ensures uniform implementation of state and federal election laws and appoints local officials serving on county boards of elections. The Board is composed of five individuals appointed by the Governor from lists of nominees submitted by the chairs of the two political parties having the highest number of registered affiliates. Agency staff are civil servants subject to the State Personnel Act.

Description of Division:
The Communications Division at the State Board of Elections is responsible for providing accurate elections information to voters, the media and the general public. This is done through a variety of outreach methods, including traditional media interactions, the State Board website, social media platforms and print materials. Division staff also routinely respond to requests for information and data from advocacy groups, political organizations and the general public, as well as public records requests. The State Board of Elections hopes to improve its data analysis program to help the public better understand elections results and trends and better serve an increasingly data savvy public.
Primary Purpose of Position

The Elections Data Analyst will be part of the State Board's Communications Team and report to the Public Information Officer, with regular guidance from the Chief Information Officer and his staff. The employee also will work routinely with other departments in the agency.

The Elections Data Analyst provides consultative statistical work in the evaluation and analysis of program data for the State Board of Elections. This position functions with independence within very general guidelines and either initiates studies or works from broad goals and objectives to conduct studies. Study design, analysis, procedures, and conclusions are the responsibility of the position. Consequence of error in studies may be great, since program or project direction may result from the conclusions of significance or trends. Completed or draft studies are reviewed in terms of subject matter, correctness of interpretation, and conformance to agency policy.

Description of Work:

The Elections Data Analyst at the State Board of Elections performs a variety of diverse functions to help the Communications Division in disseminating data and information about elections to the media and general public, while promoting the transparency and integrity of elections in North Carolina.

Specific tasks may include:

- Analyzing and organizing elections and voter registration data for public dissemination on the agency's website and through other media
- Developing data reports to help the public understand elections and voting and voting registration trends in North Carolina
- Responding to data requests about elections from political parties, advocacy organizations, researchers, candidates, news organizations and the general public

KNOWLEDGE, SKILLS AND ABILITIES / COMPETENCIES:

- Thorough knowledge of the methods of statistical research and the use of information; and of research and investigative methodology, its application to problems, and the presentation of results.
- Considerable knowledge of statistical software, and a working knowledge of a business intelligence tools, such as Tableau or PowerBI preferred.
- Ability to initiate, develop, and design research projects; to apply statistical principles and methods in the evaluation of problems; and to analyze statistical data and to explain findings effectively in oral, written, or graphic form.
- Ability to coordinate and review the work of others; and to establish and maintain effective working relationships with associates, managers, other agencies, and the public.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Doctoral degree in statistics, mathematics, data science, data analytics, psychometrics or measurement and evaluation from an appropriately credited institution; or Master's degree in statistics, mathematics, data science, data analytics, psychometrics or measurement and evaluation from an appropriately credited institution including Doctoral course work and experience equal to two years in study design and data analysis; or Bachelor's degree in statistics, mathematics, data science, data analytics, psychometrics or measurement and evaluation from an appropriately credited institution and four years of experience in study design and data analysis; or an equivalent combination of education and experience.

SUPPLEMENTAL AND CONTACT INFORMATION:

All applicants must complete and submit a State application for employment using the NEOGOV Online Job Application System (http://www.oshr.nc.gov/jobs/) for the State of North Carolina. To
receive credit for your work history and credentials, you must list the information on the online
application form. Any information omitted from the application cannot be considered for
qualifying credit. Attached or incorporated resumes (including Text Resumes on application
form) WILL NOT be used for screening for qualifying credit. Please make sure you complete the
application in full. "See Resume" or "See Attachment" will NOT be accepted. Other attachments
(except a DD-214 copy) will also be accepted, but not used in screening for qualifying
credit. Applicants are required to scan and attach a copy of their DD-214 (Form 4 or Certificate
of Release or Discharge from Active Duty) or discharge orders if they wish to obtain Veteran’s
preference. Applicants may be subject to a criminal background check.

Due to the volume of applications received, we are unable to provide information
regarding the status of your application over the phone. To check the status of your
application, please log in to your account and click "Application Status". It is not
necessary to contact the Human Resources Office to check the status of an
application.
If you are having technical issues submitting your application, please call the NEOGOV Help Line
at 855-524-5627 If there are any questions about this posting, other than your application
status, please contact the Elections and Ethics Human Resources Office.

CONTACT INFORMATION
NC Board of Elections
Human Resources Management Office
430 N. Salisbury Street
Raleigh, NC  27603
Phone: 919-814-0700

APPLICATIONS MAY BE FILED ONLINE AT:
http://www.oshr.nc.gov/jobs/index.html
NOTE: Apply to the department listed on posting
An Equal Opportunity Employer, NC State Government

Elections Data Analyst Supplemental Questionnaire

* 1. Do you have at least a Doctoral degree in statistics, mathematics, data science, data
analytics, psycho-metrics or measurement and evaluation from an appropriately credited
institution; or Master's degree in statistics, mathematics, data science, data analytics,
psycho-metrics or measurement and evaluation from an appropriately credited institution
including Doctoral course work and experience equal to two years in study design and data
analysis; or Bachelor's degree in statistics, mathematics, data science, data analytics,
psycho-metrics or measurement and evaluation from an appropriately credited institution
and four years of experience in study design and data analysis; or an equivalent
combination of education and experience?

☐ Yes    ☐ No

* Required Question