



COUNTY OF SAN DIEGO
invites applications for the position of:

Election Processing Supervisor- 21302104

SALARY: \$57,803.20 - \$71,052.80 Annually
OPENING DATE: 04/20/21
CLOSING DATE: 04/29/21 11:59 PM
JOB SUMMARY:



Election Processing Supervisors organize, direct, and supervise the activities of sections within the Registrar of Voters' - Voters Services Divisions. Position responsibilities include but are not limited to: planning, scheduling and coordinating activities related to vote-by-mail ballots, sample ballots, election mail pick-up, voter records and registration, training, election equipment and warehouse; providing lead work in special projects and assignments; providing interpretations and ensuring proper implementation of Federal, State and local laws regulating elections.

[Click Here](#) for a complete job description including examples of duties, essential functions, etc.

Minimum Qualifications

1. **Three (3)** years of supervisory experience including two (2) years of supervisory experience in an Elections Office in the State of California; OR,
2. An **associate's degree** from an accredited U.S. college or university, or a certified foreign studies equivalency in public or business administration or a related field, **AND, one (1)** year of supervisory experience in an Election.

Note: Qualifying supervisory experience includes supervision over permanent or temporary full time, part time, seasonal employees or volunteers.

Evaluation

Qualified applicants will be placed on a **twelve (12)** month employment list based on scores received during the evaluation of information contained in the employment and supplemental application forms.

Please ensure all the information is complete and accurate as the responses you provide on the supplemental application questionnaire will be reviewed by an automated evaluation system. If you are successful in the initial screening process, your application will be reviewed individually to confirm that the information you provided is accurate and qualifying.

Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of a job, on a case-by-case basis.

The County of San Diego and its employees embrace the Live Well San Diego vision: A region that is Building Better Health, Living Safely and Thriving. For more information www.livewellsd.org.



Under California Government Code Sections 3100 - 3109, public employees are designated as **disaster service workers**. The term "public employees" includes all persons employed by the state or any **county**, city, state agency, or public district. Disaster service workers are required to participate in such disaster service activities as may be assigned to them by their employer or by law.



The County of San Diego is committed to valuing diversity and practicing inclusion because our diverse workforce is our greatest asset and our customers are our number one priority.

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APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.SanDiegoCounty.gov>

Position #21302104
ELECTION PROCESSING SUPERVISOR-21302104
RT

5530 Overland Ave., Suite 210
San Diego, CA 92123
(619) 236-2191
(866) 880-9374

processunitemail.fgg@sdcounty.ca.gov

Election Processing Supervisor-21302104 Supplemental Questionnaire

- * 1. ***Please be sure to answer the following questions in a thorough, complete, and truthful manner, as your responses may be used to determine your overall score.**
- *Please DO NOT indicate; "SEE RESUME" or "SEE APPLICATION" as these are NOT valid answers.**
- *If you are invited to a selection interview(s) by the department, your responses to the following questions may be subject to verification.**
- *Please review the minimum qualifications for this position before completing your application. If you do not meet the minimum qualification, do not apply, as your application will be rejected.**
- *Do you understand this information?**
- Yes
 No
- * 2. **MINIMUM QUALIFICATION** Do you have three (3) years of supervisory experience including two (2) years of supervisory experience in an Elections Office in the State of California?
- Yes
 No
- * 3. **MINIMUM QUALIFICATION** Do you have an associate's degree from an accredited U.S. college or university, or a certified foreign studies equivalency in public or business administration or a related field, AND, one (1) year of supervisory experience in an Election? **Note: Qualifying supervisory experience includes supervision over permanent or temporary full time, part time, seasonal employees or volunteers If you are qualifying under this option. You MUST submit a copy of your degree, transcripts, and/or certified foreign studies equivalency report or, certificate or proof of coursework. If you previously submitted this information for other recruitments, you do not need to submit again.**
- Yes
 No

- * 4. If Yes, to questions #2 or #3, please provide a detailed description of your full-time experience in meeting the minimum qualifications. **In order to receive credit, please answer the question thoroughly. Your work experience MUST be verifiable in the employment history section of this application. If you do not have this experience, indicate "N/A".**

- * 5. Do you have experience supervising special projects or programs?
 - Yes
 - No
- * 6. If Yes, to question #5, please describe the project(s)/program(s) that illustrate your experience and include your role in the project/program, the scope of project/program, and the number of people supervised. **Note: In order to receive credit, please answer the questions thoroughly. Your work experience MUST be verifiable in the Employment History section of this application. If you do not have such experience, indicate with N/A.**

- * 7. Do you have experience collecting, analyzing and interpreting data?
 - Yes
 - No
- * 8. If Yes, to question #7, please describe your experience and include the data collected, your role, methodologies used, and outcomes. **Note: In order to receive credit, please answer the questions thoroughly. Your work experience MUST be verifiable in the Employment History section of this application. If you do not have such experience, indicate with N/A.**

- * 9. Do you have experience in on-going process improvements projects?
 - Yes
 - No
- * 10. If Yes, to question #9, please describe your experience. and include an example that illustrates your experience, your role, purpose of the project, methodologies used, and goals achieved. **Note: In order to receive credit, please answer the questions thoroughly. Your work experience MUST be verifiable in the Employment History section of this application. If you do not have such experience, indicate with N/A.**

- * 11. Do you have experience managing, supervising, and/or training a large group of workers in a fast-paced environment?
 - Yes
 - No
- * 12. Do you have experience working with spreadsheets?
 - Yes
 - No
- * 13. If you answered "yes" to questions #11-12 to receive credit please provide the following information: **Question #11**-please describe your experience **Question #12**-please describe your experience working with spreadsheets, your level of expertise and please describe a project where you developed a spreadsheet for use in a large project. **Note: In order to receive credit, please answer the questions thoroughly. Your work experience MUST be verifiable in the Employment History section of this application. If you do not have such experience, indicate with N/A.**

- * 14. How did you first hear about this job opportunity?
 - Family or Friends
 - County ERG
 - County of San Diego Website
 - County of San Diego Social Media
 - Diversity-based Organization, Publication or Website
 - College Career Center
 - Job Fair
 - Election Center
 - California Association of Clerks and Election Officials
 - ElectionLine
 - LinkedIn
 - Military or Veterans Outreach
 - Voice & Viewpoint
 - Alliance for Africa
 - MANA DE SAN DIEGO
 - SCAIR
 - other
- * 15. If you answered "Other" to the question above, please indicate where you first heard about this job opportunity. If this does not apply, please indicate "n/a" below.

- * Required Question