Senior Election Subject Matter Expert (SME)

Election Assistance Commission

This job will be open until filled.

Open & closing dates
03/03/2021 to 06/03/2021

Pay scale & grade
AD 12

Appointment type
Permanent

Service
Excepted

Salary
$87,198 to $144,128 per year

Work schedule
Full-Time

Locations
Many vacancies in the following location:

Location Negotiable After Selection, United States

Relocation expenses reimbursed
No

Telework eligible
Yes as determined by agency policy

This job is open to

The public
U.S. citizens, nationals or those who owe allegiance to the U.S.

Clarification from the agency
Must be able to obtain a Secret Clearance.

Announcement number
EAC-11050809-21-CB

Control number
594019600
Duties

Summary
The Senior Election Subject Matter Expert (SME) is responsible to create EAC clearinghouse material to assist Election Officials, Voters, and other stakeholders with best practices, white papers, tools, data, training materials, instructions, and any other information that would be helpful to election administrators to assist with the Administration of elections.

Responsibilities
The incumbent will provide expert guidance regarding election administration that touches all facets of the agency to serve EAC stakeholders. The agency is filling multiple positions with this vacancy.

Major Duties
- Preparing and implementing programs and resources for election officials and voters.
- Updating and maintaining current Clearinghouse resources for election officials.
- Creating professional presentations, brochures, and training materials on all facets of election administration.
- Creating professional infographics using election-related data.
- Researching, collecting, and analyzing election data and presenting findings in reports, best practices, and white papers.
- Writing election related blogs and other publications regarding election administration.
- Making recommendations for reorganizing the EAC website to better serve its stakeholders regarding its Clearinghouse function.
- Researching and analyzing trends and identifying solution for election related challenges.
- Working closely with the senior advisor for programs and program directors to produce timelines for execution of work product and the expeditious issuance of reports, guidance to states, best practices and other documents, including factoring in timelines to accommodate review and comment of various draft documents. Recommends actions to alleviate conflicts within the timeline.
- Assists with work quality related to all agency Clearinghouse functions.
- Recommending action to ensure coordination and integration of program activities of each division including meetings and activities of EAC advisory boards.
- Serving as a team member on ad hoc teams convened to provide quick responses to special projects and studies which may cut across organizational lines, disciplines, and functions. Team participation is vital to effectively accomplish unit assignments. Successful participation in both routine and special assignments requires flexibility, effective interactive skills, and willingness to cooperate to enhance team accomplishments.
- Ensuring documents meet EAC standards and improve the agency Clearinghouse function.
- Identify areas that require improvement, establish working groups to assist with gaps.
- Provide feedback on election-related work quality including editing and guidance to staff to improve overall quality of work.
- Serving as the Project Manager for outsourced election work product as needed.
- Working with external stakeholders as needed.
- Reviewing Grant funding trends and preparing an analysis on trends of how the funds are being spent on innovative ways to assist stakeholders with ideas.
- Performing other related duties as assigned.

Travel Required
Occasional travel - 25%

Supervisory status
No

Promotion Potential
12 - GS-12 equivalent with promotion potential.

Job family (Series)
0301 Miscellaneous Administration And Program
(https://www.usajobs.gov//Search/Results?j=0301)
**Requirements**

**Conditions Of Employment**

Candidates must meet all qualifications prior to the closing date of this announcement.

Candidates must be a US Citizen.

This position is subject to a (1) year probationary period.

**Qualifications**

- Expert knowledge of all facets of election administration.
- Ability to produce election work product in a neutral and nonpartisan tone.
- Demonstrated capacity to work collaboratively in a bipartisan or nonpartisan environment with both internal colleagues and external stakeholders.
- Experience in creating election-related training material.
- Strong writing and editing skills.
- Experience and/or knowledge of Federal and State regulatory agencies and the Federal regulatory process, including promulgation of regulatory and enforcement of laws related to elections.
- Ability to successfully integrate election-related internal and external program and policy issues that take into account objectives, risks, implications, and agency and governmental regulations.
- Ability to bring together key stakeholders, establish effective working groups, resulting in work product that proves to be valuable to stakeholders.
- Ability to communicate effectively and persuasively, both orally and in writing, regarding all election related subject matter.
- A change agent and self-starter.
- Adept in working with and analyzing financial information and other quantitative data.
- Attentive to detail and consistently thorough.
- Collegial - must have a personality and work style that ensures that the internal atmosphere will remain open and collaborative.

**Education**

Bachelor's or higher degree in a related field is preferred.

**Additional information**

You must submit all required information by the closing date. If materials are not received, your application will be evaluated solely on the information available and you may not receive full consideration or may not be considered eligible.

The materials you send with your application will not be returned. Send only those materials needed to evaluate your application.

If you use public transportation, part of your transportation costs may be subsidized.

**How You Will Be Evaluated**

Please read the "Next steps" section for more information.

**Background checks and security clearance**

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<tr>
<th>Security clearance</th>
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**Required Documents**
Required documents include a resume and the supporting documents as described in the "How to Apply Instructions" section of this announcement.

If you are relying on your education to meet qualification requirements:

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from [schools accredited by accrediting institutions recognized by the U.S. Department of Education](http://www.ed.gov/admins/finaid/accred/).

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

Benefits

https://www.opm.gov/healthcare-insurance/healthcare/

How to Apply

All applicants MUST submit applications via email: resumes@eac.gov.

You do not need to submit your application package through the USAJOBS process.

You MUST include the job title and announcement number in the subject line of the email.

Your application package must be received by the closing date of the announcement and must include the following:

1. A resume;
2. Three professional references;
   - Name, Title, Name of Agency/Business, Contact Number, and Email; and
   - Include your current (or most recent if not currently employed) direct manager/supervisor as one of the three references.
3. For current or former federal employees, you must submit a copy of your last Notification of Personnel Action (SF50) showing your position, title, series, grade and eligibility; and
4. A copy of your most recent performance appraisal. If you do not have a recent performance appraisal, please explain why you do not have one.

Agency contact information

Human Resources

Email

Resumes@eac.gov

Address

US Election Assistance Commission
633 3rd Street, NW
Suite 200
Washington, DC 20001
US

Learn more about this agency
(#agency-modal-trigger)

The incumbent of this position serves as the Senior Election Subject Matter Expert (SME) of the U.S. Election Assistance Commission (EAC) which was established under the Help America Vote Act (HAVA) of 2002. HAVA was enacted to establish a program to provide funds to States to replace punch card voting systems, to establish the Election Assistance Commission to assist States with the administration of Federal elections, to otherwise provide assistance with the administration of certain Federal election laws and programs, and to establish voluntary voting system guidelines and guidance for States and units of local government with responsibility for the administration of Federal elections. EAC serves as a National clearinghouse and resource for information with respect to the administration of Federal elections.
Next steps
Your application materials will be reviewed and if an interview is deemed appropriate, you will be contacted with further information.

Fair & Transparent
The Federal hiring process is setup to be fair and transparent. Please read the following guidance.

Equal Employment Opportunity Policy
The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

- Equal Employment Opportunity (EEO) for federal employees & job applicants
  [https://www.eeoc.gov/federal/fed_employees/index.cfm]

Reasonable Accommodation Policy
Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change to a job, the work environment, or the way things are usually done that enables an individual with a disability to apply for a job, perform job duties or receive equal access to job benefits.

Under the Rehabilitation Act of 1973, federal agencies must provide reasonable accommodations when:

- An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.
- An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.
- An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.

You can request a reasonable accommodation at any time during the application or hiring process or while on the job. Requests are considered on a case-by-case basis.

Learn more about disability employment and reasonable accommodations
[https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/]
or how to contact an agency.
[https://www.usajobs.gov//Help/how-to/application/agency/contact/]

Legal and regulatory guidance

Financial suitability

Social security number request

Privacy Act

Signature & False statements

Selective Service

New employee probationary period