STATE OF NORTH CAROLINA
invites applications for the position of:

Election Program Analyst

**JOB CLASS TITLE:** Elections Specialist II

**POSITION NUMBER:** 60088228

**DEPARTMENT:** State Board of Elections

**DIVISION/SECTION:** Election Program Services

**SALARY RANGE:** $50,357.00 - $88,125.00 Annually

**RECRUITMENT RANGE:** $50,357 - $70,000

**SALARY GRADE:** NC15

**COMPETENCY LEVEL:** Contributing

**APPOINTMENT TYPE:** Permanent Full-Time

**WORK LOCATION:** Wake County

**OPENING DATE:** 06/21/22

**CLOSING DATE:** 07/05/22 5:00 PM Eastern Time

**DESCRIPTION OF WORK:**

Recruitment Range: $50,357 - $70,000

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.

**Primary Purpose of the Division**

The Election Administration unit develops and manages processes, procedures, and policies for the conduct of elections by the State Board of Elections and county boards of elections. Specific programs include voter registration, absentee voting, in-person voting, provisional voting, candidate filing, petitions, and other areas or special programs specific to election administration.

- The Election Administration operates as a division of the State Board of Elections.
- The mission of the Election Administration division is to support and strengthen North Carolina’s 100 county boards of elections by providing excellent service and accurate advice in the administration of North Carolina elections.
- The purpose of the Election Administration division is to support county board of election departments as well as SBE agency divisions in election administration.

**Primary Purpose of the Position**

The In-Person Voting Program Analyst has extensive knowledge of election administration
and performs detailed analysis, planning and preparation for conducting in-person voting in all 100 North Carolina counties in compliance with NC General Statute 163 and the North Carolina Administrative Code. In-person voting includes one-stop early voting and Election Day processes for all primaries, second primaries, recounts, runoffs, special elections and general elections. In-person voting programs include but are not limited to assessment and adoption of county early voting implementation plans, accessibility to and voting inside the polling place, curbside voting, provisional voting, precinct officials, observers, and electioneering. This position will work closely with agency legal counsel, the project management section, the document and curriculum section, and other SBE and CBE stakeholders to review election law and make necessary recommendations in one-stop early voting plans, precinct and voting location changes, election processes, procedures, and any information systems pertaining to in-person voting. This position serves as the subject matter expert for the software modules used to support in-person voting and will work with software support to review software functionality for use in the county offices and software development on enhancements and new module development. Additional information systems directly related to this position include electronic pollbooks and VBT scanner systems used during in-person voting.

This position provides in-person voting administration, which includes statute and process clarification and materials creation and review. The work involves keeping informed of all laws, rules and regulations in North Carolina that apply to in-person voting, communicating these to the county boards of elections and providing the necessary materials, training and supervision needed to conduct successful elections in North Carolina. Responsibilities also include working with other program specialists, a program assistant, and occasionally seasonal temporary employees in an effort to carry out program standards and objectives. The employee will work with all federal, state and local agencies to assure that all compliance standards are met and in-person voting reports and surveys are completed. The employee will work as the ADA Coordinator for the agency in order to assure compliance with accessibility standards in all North Carolina voting locations.

Description of Work
Develops and reviews procedures, instructions, forms, and program materials for in-person voting. Work requires collaboration with agency legal counsel, project management section, document and curriculum section and other State Board of Elections and County Board of Elections stakeholders to provide interpretation of policy and procedural guidance. Analyzes trends, surveys, voter turnout, and other information to plan for policies, procedures, or guidance in administering in-person voting methods. Applies this information to enhancements or development of software modules related to in-person voting.

Guides counties in implementation, administration, and compliance of in-person voting procedures, laws, and regulations for one-stop early voting and Election Day. Includes analysis of election related law and interpretation of same for the benefit of counties as they seek guidance through the agency helpdesk software. The in-person program analyst will provide that same service to other SBE staff in providing guidance and troubleshooting.

Work with communications division to develop and maintain web content and other public documents related to in-person voting.

Work with program specialists, program assistants, and seasonal temporary workers to carry out program standards and objectives.

KNOWLEDGE, SKILLS AND ABILITIES / COMPETENCIES:

- Thorough knowledge of North Carolina election law as it pertains to in-person voting processes and procedures.
- Thorough knowledge of North Carolina election law, rules, and directives and federal election laws, acts, and programs.
- Considerable understanding of SEIMS election management software, and the accompanying OVRD (Online Voter Registration Database), OSSM (One Stop System Manager), and SOSA (SEIMS One Stop Application) applications, and other related technology.
• Considerable understanding of agency helpdesk software.
• Ability to interpret, apply, and communicate statutory regulations of the program area.
• Ability to instruct and explain standards and procedures.
• Possess excellent oral and written communication skills.
• Ability to establish and maintain effective working relationships as necessitated by work assignments.
• Ability to work independently, use sound judgement, in making decisions and be an effective team member.
• Ability to proactively plan and successfully implement projects and work as it pertains to areas of in-person voting according to the seasonal needs of each election.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Bachelor’s degree, preferably with an emphasis in public policy, political science, business administration or closely related area from an appropriately accredited institution, and four years of administrative and/or technical experience in a public program as it relates to the area of assignment; or Associate’s degree in business administration or closely related area from an appropriately accredited institution, and six years of administrative and/or technical experience in a public program as it relates to the area of assignment; or High school or General Educational Development (GED) diploma and eight years of progressive administrative and/or technical experience in a public program as it relates to the area of assignment; or an equivalent combination of education and experience.

SUPPLEMENTAL AND CONTACT INFORMATION:

**PLEASE SUBMIT YOUR APPLICATION ON-LINE USING THIS WEBSITE **

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

noreply@nc.gov