THE OREGON SECRETARY OF STATE ELECTIONS DIVISION
IS RECRUITING FOR A

SYSTEMS INTEGRATION SPECIALIST

$5,623 – $8,639
Month/Non-PERS*

$5,960 – $9,160
Month/PERS

ABOUT THE AGENCY
The Oregon Secretary of State is one of three constitutional offices created at statehood. As an independent constitutional officer, the Secretary of State answers directly and solely to the people of Oregon.

OUR MISSION
Build trust between the people of Oregon and our state government so that public services can make a positive impact in peoples’ lives.

OUR VISION
We envision an Oregon without barriers, where we lead with our values and believe every voice should be heard. We do so by:

• Building equitable access to our democracy.
• Making tools easily available to achieve economic success.
• Ensuring state resources are used sustainably, efficiently and accountable to the public.
• Honestly acknowledging Oregon’s history.

OUR VALUES

Access For All
We elevate equity through identifying and actively eliminating barriers.

Authenticity
We have integrity and are honest and true to ourselves and others.

Clarity
We share stories, using plain language to increase understanding and impact.

Respect
We are committed to serving the people of Oregon and strive to understand all viewpoints.

Service
We are responsive and prioritize the needs of current and future Oregonians we serve.

The Secretary of State employs approximately 200 full-time, part-time, and temporary employees. The Secretary oversees the functions of seven program divisions: Archives, Audits, Corporation, Elections, Business Services, Information Systems, and Human Resources.

For more information about the Oregon Office of Secretary of State, please visit: State of Oregon: Oregon Secretary of State - Home

Remote working arrangement available upon manager approval
In this position you will serve as the system integration expert and ensure that the new Oregon voter registration system (Oregon Votes) properly interacts with hardware and software systems used by the Agency and counties. This is accomplished in part by, but not limited to:

**Integration:**
- Facilitating mail sorter and scanner set up and integration with counties, including working with vendors and determining common data formats.
- Ensuring key systems (such as mail sorters and scanners) are compatible with Oregon Votes system. Complete system testing and configuration to ensure smooth integration.
- Acting as liaison connecting vendors with Oregon Votes team and counties for key hardware/software products which interact with the Oregon Votes System. These systems include mail sorters, scanners, label printers, and other devices typically owned and operated by counties for elections purposes.
- Working with stakeholders to develop requirements ensuring interoperability of systems with Oregon Votes and ensure clear stakeholder understanding of requirements.
- Developing instructional materials to guide counties in using their systems in conjunction with Oregon Votes.

**System Support:**
- Defining and validating parameters for the proper transfer of data between Oregon Votes and county-owned systems, such as mail sorters.
- Preparing and assisting Agency, counties, vendors and other entities to for the launch of Oregon Votes System by providing technical support for launch and deployment of system.
- Researching, identifying, and recommending needs or requirements for county system interoperability and providing guidance.
- Communicating proposed solutions to Secretary of State (SOS) Elections and working with IT staff and vendors to implement the solutions.
- Researching and troubleshooting potential issues with counties and vendors.
- Creating and maintaining troubleshooting documents, standard procedures, and knowledge database for county and state users.
- Ensuring development needs for compatibility are completed, including existing and future components. Recommend system enhancements as needed.
- Researching, creating, and recommending statewide policy for configuration of county owned systems to management, ensuring county systems are compatible with Oregon Votes Systems.

**Reporting:**
- Analyzing reports and data extractions from Oregon Votes system to ensure usability and compatibility with third-party systems.
- Recommending updates to report format and content as necessary.
- Ensuring familiarity with data exports from Oregon Votes to county systems and the formatting of data sent from county systems for import into Oregon Votes.
- Facilitating the adoption and use of standard reporting formats such as state and federal leading practices (e.g. NIST) and other common data formats, where available among stakeholders: SOS, counties, and third-party vendors.
- Engaging with stakeholders to identify and develop requirements for additional reports in Oregon Voters as necessary based on user requirements and/or changes to regulatory needs.

**Analysis and Policy Recommendation:**
- Reviewing proposed state and county changes to Oregon Votes and county systems, analyze impacts on resources, staff, and compatibility.
- Making recommendations about system, software, and other configurations to supervisor.
- Implementing system changes from legislation by collaborating with counties, Division staff, and agency IT staff.
- Recommending improvements to Elections Division Management on a regular basis by researching effectiveness of vendors, procedures, and policies.
- Gathering feedback on a regular basis to determine best outcomes for elections system operations and presenting to Elections management.

For explicit duties, please request a copy of the position description from Sarah.Manring@sos.oregon.gov.
Studies have shown that women and people of color are less likely to apply for jobs unless they meet every one of the qualifications listed. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. We would encourage you to apply, even if you don’t meet every one of our desired qualifications listed.

Your application must demonstrate education and/or experience in the following:

A **Bachelor's Degree** in Business or Public Administration, Behavioral or Social Sciences, Finance, Political Science or any degree demonstrating the capacity for the knowledge and skills; and **four years** professional-level evaluative, analytical and planning work.

**OR**

Any combination of experience and education equivalent to **seven years** of experience that typically supports the knowledge and skills for the classification.

Driving is an essential function of this position. You must have a valid driver license and an acceptable driving record. We will conduct pre-employment driving records checks on our final candidate(s).
As the most competitive candidate, your application will demonstrate the following skills and experience:

- Implementing and troubleshooting of mail sorters or similar systems
- Intermediate understanding of network topology
- Creating or interpreting system diagrams, (UML or similar)
- Common data formats such as JSON or XML
- Basic/intermediate understanding of SQL and/or relational database structure
- Facilitating implementation of Data transfer processes

Preference may be given to applicants with elections experience.

If you are unsure whether you meet the qualifications of this position, please feel free to contact us to discuss your application.

HOW TO APPLY

This recruitment will close on Sunday, April 2nd, 2023, at 11:59 pm.

Current state of Oregon employees must apply in Workday under the Career worklet here:

Non-state of Oregon employees must apply here:
ADDITIONAL INFORMATION

The state of Oregon has moved to an online application system, Oregon E-Recruit System. All current employment opportunities can be found on the Oregon job opportunities page for non-state of Oregon employees.

Application materials must be received by the close date and must be complete and legible. The Secretary of State’s office is not responsible for materials that are late, misdirected, illegible or missing as a result of transmitting through the State of Oregon, Workday system. No exceptions will be made.

Please pay special attention to the application instructions in the announcement to ensure your application materials are submitted correctly.

VETERAN’S PREFERENCE:
Eligible veterans who meet the qualifications will be given veterans’ preference. To receive preference, you MUST attach appropriate documentation when Workday prompts you to in a follow-up action.
If you are a veteran or disabled veteran, please include a copy of your Certificate of Release or Discharge from Active Duty (DD Form 214 or 215) or a letter from the US Dept. of Veteran’s Affairs indicating receipt of a non-service-connected pension. Disabled Veteran’s must also submit a copy of their Veteran’s disability preference letter from the Dept. of Veteran Affairs unless the information is included in the DD Form 214 or 215. Do not include veteran documents in your initial application.

The Secretary of State’s Office does not have procedures or policies in place for VIA sponsorships. Within three-days of hire, you will be required to complete the US Department of Homeland Security’s I-9 form confirming authorization to work in the United States.

The selection process consists of a review of your application materials and an evaluation of your education, experience, and training. Please note that your response will also be evaluated for grammar, spelling, and punctuation. Qualified applicants whose background most closely matches the needs of the position will be invited to interview. Final candidates may be asked to participate in additional interviews.

The Oregon Secretary of State is an equal opportunity, affirmative action employer committed to a diverse, inclusive and welcoming workplace.

We are not looking for people who are looking for a job, we are looking for people who want to serve the State of Oregon and make a difference in others’ lives.

PLEASE NOTE, YOUR RESPONSE WILL BE EVALUATED FOR GRAMMAR, SPELLING, AND PUNCTUATION.
THE WILLAMETTE VALLEY

The Willamette Valley and surrounding area is rich in recreational activities with many parks, rivers, lakes, and mountains to enjoy. Hiking, fishing, hunting, biking, boating, equestrian, kayaking and whitewater rafting, and organized children’s sports and activities abound. Salem is also home to many artisan markets, theatres, museums, art and music festivals, and the Oregon State Fair. A short drive to the east of Salem is world-class skiing in the Cascade Mountains. To the west are many beautiful public beaches on the Pacific Ocean. An hour’s drive north of Salem is Portland, Oregon’s cultural hub and largest city. To the south, are the breathtaking rivers and canyons of the beautiful Rogue Valley. The south also hosts many cultural events such as the world-renowned Oregon Shakespeare Festival, held every summer in the quaint college town of Ashland.

Explore what the Willamette Valley has to offer:

SALEM

WILSONVILLE

PORTLAND

COMPENSATION AND BENEFITS

WHAT’S IN IT FOR YOU

• **Family Friendly Work Life Balance** (paid time off: 12 holidays, 3 personal days, short and long term disability benefits, generous vacation accrual, and sick leave).

• **Take Care of Yourself and Your Family** (comprehensive employee benefits, choice of medical plans, vision plan, life insurance, child care flexible spending account, employee assistance program).

• **Celebrate Uniqueness:** Diversity and inclusion are cornerstones of our values. We recognize that diversity and inclusion are critical to developing a talented, high-performing workforce and are committed to providing a supportive work environment in which all of our employees can thrive and reach their full potential. We strive to maintain a culture that attracts, develops and retains a diverse workforce that closely mirrors the residents of our community. We learn from and respect the cultures in which we operate and value the uniqueness of individual talents, experiences and ideas.

• **Invest in Your Future:** (Pension plan, deferred comp, short and long term disability plan, flexible spending accounts for healthcare and dependent care).

• **Be Appreciated** (employee recognition events, agency unique employee recognition program allowing for additional leave options such as vacation buy-out and sick leave roll-over, dynamic employees doing impactful work).

• **ADA:** At the Secretary of State, we value community and foster a sense of belonging for our employees.

See our current job listings and internship opportunities, compensation, and benefits here: [Careers with the Secretary of State](#)