

Detailed Job Posting

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Job #	Hits	Active	Total	Advertised
ALHB-2019A	1117	37	37	11/04/19 - 12/01/19 11:59 PM

<b>Job Title</b>	Voter Services Supervisor
<b>Closing Date/Time</b>	Sun. 12/01/19 11:59 PM Pacific Time
<b>Salary</b>	\$29.65 - \$36.04 Hourly \$2,371.74 - \$2,882.87 Biweekly \$5,138.78 - \$6,246.21 Monthly \$61,665.36 - \$74,954.52 Annually
<b>Job Type</b>	Full-Time
<b>Location</b>	Martinez, California
<b>Department</b>	Clerk - Recorder

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**\*\*Bargaining Unit: Local 21**

Are you an innovator and high achiever? Service driven? Dedicated to quality? Want to be a part of a nationally recognized Election Team?

We are seeking an experienced election administration professional to plan and supervise voter registration, customer service, and vote-by-mail operations in one of the state and nation's largest counties.

Contra Costa County currently has more than 630,000 registered voters and a population of 1.1 million. Located in the San Francisco Bay Area, Contra Costa County offers great salary and benefits in addition to a collaborative and fast paced work environment. If your election experience includes tremendous overtime during an election, be prepared for a new experience.

**We are looking for someone who is:**

- A collaborative leader and coach
- A planner and organizer
- Committed to continuous improvement
- A problem solver
- Committed to public service
- Adaptable
- Knowledgeable and experienced in election administration

**What you will typically be responsible for:**

- Trains staff and ensures accurate work products using quality control practices
- Directly supervises and evaluates up to 6 permanent staff and up to 20 temporary staff
- Actively participates in division planning, research and decision-making activities
- Develops and updates processes and procedures to meet program needs
- Directs the voter registration program including regular voter file maintenance and related voter notifications
- Directs the vote by mail program, including issuance, return and canvassing of ballots
- Directs processes for examining petitions and signature verification
- Supervises the process of reviewing and adjudicating provisional ballots
- Directs processes for military and overseas, confidential, and emergency voting
- Supervises phone and in-person customer services

**A few reasons you might love this job:**

- Ability to serve your community through public service
- Opportunity to work in a collaborative team environment
- Chance to be a part of democracy in action
- Be part of a highly respected elections team
- Develop a competency and understanding of multiple election functions

**A few challenges you might face in this job:**

- Legislation and regulations regularly change therefore processes and procedures need to be regularly updated
- During peak election times the number of team members requiring training, managing, supervising increases significantly
- Team work expectations require supporting the work of other elections functions

**Desirable Qualifications:**

- High Emotional Intelligence
- CalPEAC and/or CERA certification
- Fluency in Spanish, Chinese, Korean, Vietnamese or Tagalog
- Management and Supervisor Classes or Training

**Typical Tasks:**

- Directs the voter registration program and related documents
- Directs polling place/poll worker recruitment and training
- Directs precinct and district mapping programs
- Directs warehouse operations
- Directs mailing piece design; coordination of postal approvals; maintenance of adequate funds in postal permit accounts; tracking of postage expenses
- Directs the preparation and inventory maintenance of election supplies and forms.
- Directs the issuance, return and canvassing of absentee ballots
- Directs the maintenance of the signature image file for petition and signature checking
- Directs ballot layout and ballot tabulation
- Directs election result reporting and canvass processes
- Directs the service and maintenance of voting and tabulation equipment
- Prepares and monitors a detailed schedule of events for all election activities in the unit and issues a daily status report highlighting critical events
- Maintains election related statistics and prepares reports, as directed
- Maintains and updates the Elections Division website, as directed
- Coordinates work schedules with other departmental sections to ensure that critical events are properly carried out and accomplished within the established timeframe
- Develops and updates forms and procedures to meet current election laws and State and Federal regulations related to voter registration; candidate filing; absentee ballots; precinct/mapping programs; warehouse operations and equipment maintenance; election officer recruitment and training; polling places; ballot layout and tabulation, election results reporting, canvass processes and other election programs
- Trains, directly supervises and evaluates up to 20 temporary staff and 4 to 6 permanent staff
- Responds to the most complicated requests or questions from the public or other agencies concerning elections processes and procedures
- Prepares correspondence; plans, coordinates and prepares publications for various legal notices of election and submission of arguments on local measures
- Plans, coordinates and supervises the candidate filing process including processing, reviewing and determining the qualification of candidate documents for all federal, state and local offices
- Verifies residency and political affiliation
- Determines and accepts candidate filing fees
- Reviews and accepts candidate statement of qualifications
- Develops, coordinates, and supervises implementation of campaign reporting requirements
- Receives and prepares election resolutions
- Develops and compiles elections calendars for the Primary, General, regularly scheduled district and special elections
- Contacts and coordinates with a variety of jurisdictions holding elections to make preliminary arrangements of the type of election services that are to be provided by this department
- Determines which candidates are elected or appointed to each office and prepares all certificates of appointments, election and appointments in lieu of the election
- Prepares oaths of office for schools, districts, and local offices
- Manages the Automated Phone System to ensure that all incoming calls are appropriately handled by elections staff
- Supervises front counter telephone and receptionist personnel and their related activities
- Directs and participates in logic and accuracy testing of voting equipment
- Prepares and conducts Secretary of State auto-certification testing during statewide elections
- Support to other units as necessary

**Minimum Qualifications:**

**License Required:** Candidates must possess and maintain throughout the duration of employment a valid California Motor Vehicle Operator's License. Out of State valid Motor Vehicle Operator's will be accepted during the application's process.

**Education:** Possession of a high school diploma, G. E. D. equivalency, or a high school proficiency certificate.

**Experience:** Four (4) years of full-time, or its equivalent, clerical experience, at least one (1) year of which must have been in a supervisory or lead capacity working with departmental staff, the public and interdepartmental personnel conducting elections in a public office.

**Substitution:** Possession of an Associate of Arts degree from an accredited college with major coursework in public administration, business, or political science may be substituted for two (2) years of the required experience excluding one (1) year of lead or supervisory experience conducting elections in a public office.

**Selection Process:**

**Application Appeal Period: December 2, 2019 through December 6, 2019**

**Tentative Oral Board Scheduled for: December 17, 2019**

**1. Application Filing:** All applicants must apply on-line at [www.cccounty.us/hr](http://www.cccounty.us/hr) and submit the information as indicated on the job announcement by the final filing date.

**2. Application Evaluation:** Depending on the number of applications received, an Application Evaluation Board may be convened to evaluate and select the best-qualified candidates for invitation to the next phase of the examination.

**3. Oral Interview:** Conducted by a Qualifications Appraisal Board who will evaluate candidates in job-related areas.

**The Human Resources Department may change the examination steps noted above in accordance with the Personnel Management Regulations and accepted selection practices.**

#### **CONVICTION HISTORY**

After you receive a conditional job offer, you will be fingerprinted, and your fingerprints will be sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). The resulting report of your conviction history (if any) will be used to determine whether the nature of your conviction conflicts with the specific duties and responsibilities of the job for which you have received a conditional job offer. If a conflict exists, you will be asked to present any evidence of rehabilitation that may mitigate the conflict, except when federal or state regulations bar employment in specific circumstances. Having a conviction history does not automatically preclude you from a job with Contra Costa County. If you accept a conditional job offer, the Human Resources department will contact you to schedule a fingerprinting appointment.

#### **DISASTER SERVICE WORKER**

All Contra Costa County employees are designated Disaster Service Workers through state and local law. Employment with the County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

#### **EQUAL EMPLOYMENT OPPORTUNITY**

It is the policy of Contra Costa County to consider all applicants for employment without regard to race, color, religion, sex, national origin, ethnicity, age, disability, sexual orientation, gender, gender identify, gender expression, marital status, ancestry, medical condition, genetic information, military or veteran status, or other protected category under the law.

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