



## Recruitment Announcement

### Position Title

Systems and Data Specialist

### Recruitment Period

December 18, 2018 – January 28, 2019

### Overview

ERIC is a nonpartisan, non-profit membership organization whose mission is to help state and local election officials improve the accuracy of their voter rolls and increase access to voter registration for all eligible citizens. ERIC provides sophisticated data matching services to members in order to improve their ability to identify inaccurate and out-of-date voter registration records, as well as likely eligible, but unregistered citizens. ERIC is governed and funded by member jurisdictions (states plus the District of Columbia).

Given ERIC's mission, this position may appeal to people who:

- Understand and believe that every vote matters
- Understand that accurate voter registration rolls play a vital role in our American system of elections
- Believe that all eligible citizens should be registered to vote
- Have a passion for public service
- Are a little bit (or maybe a lot) nerdy when it comes to data and elections
- Want to be part of something truly unique that's making a difference in elections administration
- Want to have fun while working hard to help ERIC and its members be successful

### Organizational Structure

ERIC has two full-time employees, an Executive Director and a Systems Engineer and Technical Liaison. This new, third position, the Systems and Data Specialist, reports directly to the Executive Director, though work will be assigned by either the Executive Director or the Systems Engineer and Technical Liaison. Duties that support ERIC's mission critical functions are shared with the Systems Engineer and Technical Liaison. This full-time position requires a motivated self-starter who is capable of working independently and productively from a home office environment. Frequent and effective communication with the ERIC team, ERIC members, and contractors is essential.

### Position Objective

Using independent judgment and delegated decision-making authority, the Systems and Data Specialist performs analysis, project management, trouble shooting, problem resolution, quality assurance, and documentation concerning mission-critical ERIC functions: 1) uploading of state data and data from secondary sources to ERIC; 2) delivery of timely and accurate reports to ERIC members; 3) hosting and maintenance of ERIC data; and 4) providing consistently high quality service and support to ERIC members. This position actively participates in business continuity planning, risk assessments, security reviews, and other efforts to protect ERIC's system and data.



**Key Duties and Tasks** (Duties 1-5 are shared with the Systems Engineer and Technical Liaison, while the rest are the primary responsibility of the Systems and Data Specialist):

- 1) Manage the transfer, verification, preparation, and import of data files from members and other data sources.
- 2) Manage the match analysis, report generation, verification, and transfer of reports to members.
- 3) Perform quality assurance and verification of matched records and address comparisons.
- 4) Assure timely and efficient delivery of ERIC reports to member states.
- 5) Communicate with technical and policy personnel from ERIC member states to assure smooth functioning of data uploads to ERIC.
- 6) Provide technical support and troubleshooting services to current members.
- 7) Assist and support new members with the technical onboarding process. Ensure new member onboarding is a success.
- 8) Assist in ERIC system oversight and management:
  - a) Work with vendors in support of ERIC systems.
  - b) Participate in and contribute to testing and quality assurance of system enhancements.
  - c) Manage system and process documentation.
  - d) Maintain up-to-date records of members with access to ERIC information assets.
  - e) Participate in and contribute to business continuity planning, infrastructure capacity assessments, risk assessments, security reviews, and other efforts to protect ERIC's system and data.
- 9) Maintain up-to-date records of members' data upload and report download schedules, and data handling practices. Prepare annual internal reports summarizing schedules and data handling practices.
- 10) Collect and analyze performance data from members and other sources. Review and recommend changes or improvements to ERIC's performance data program.
- 11) Maintain regular and timely communications with the Executive Director regarding the operations and performance of ERIC's technical functions.
- 12) Aid in the implementation of any directives of a technical nature adopted by the ERIC Board of Directors.
- 13) Special projects and other duties as assigned by the Executive Director or Systems Engineer and Technical Liaison.

ERIC, Inc  
Electronic Registration Information Center  
1155 F Street NW Suite 1050  
Washington DC 20004  
[www.ericstates.org](http://www.ericstates.org)



## **Qualifications Required**

An Associate's degree or higher in a computer science/information technology field OR completion of a two-year accredited vocational training program in the field of information technology.

AND

Four years of relevant professional IT experience, such as analyzing and maintaining computer software applications or databases, and providing customer or technical support. Additional qualifying experience will substitute, year for year, for the education requirement.

Ability to prioritize and manage multiple projects simultaneously and follow-through on issues in a timely manner. Strong organizational skills are a must.

Disciplined self-starter who can work successfully from a home office and maintain proactive communications with other ERIC teammates, ERIC members, and contractors.

Excellent writing and documentation skills. Ability to explain complex information or data to non-experts.

Demonstrated ability to work with and within diverse groups. Demonstrated ability to work as a team player.

Ability and willingness to give public presentations on program relevant material to state and local elections officials, and other relevant stakeholders.

Ability to work in a nonpartisan manner, exercise diplomacy, and maintain positive durable relationships with internal and external stakeholders.

## **Preferred/Desired**

Three years of professional experience in the field of elections administration, with a strong preference for experience in voter registration services or systems that support voter registration.

One or more cybersecurity certifications, to include, but not limited to, CompTIA Security+, CompTIA Advanced Security Practitioner (CASP), Certified Information Systems Auditor (CISA), Certified Information Security Manager (CISM), or Certified Information Systems Security Professional.

Custom tool development, such as writing Python applications, and/or Linux Bash and SQL scripts.

Professional level experience in database administration.

Experience with entity resolution programs.

Demonstrable experience in data analytics, including data visualization.

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### **Working Conditions/Classification**

This is a regular, full-time, benefits-eligible, exempt position. This position works in a home office setting with computer hardware, software and other necessities provided by ERIC. Some travel for meetings of ERIC states, trainings or consultations with ERIC technical contractors may be required. Travel will be in-state or out-of-state and will often include overnight stays, sometimes for up to one week.

The regular hours for this position are Monday-Friday, 8 am to 5 pm subject to adjustments based on time zone. Periodic work over and above the normal work schedule is expected if the work load or deadlines require it.

ERIC is an equal opportunity employer and does not discriminate on the basis of race, color, creed, gender, religion, marital status, age, national origin or ancestry, sexual orientation, physical or mental disability, medical condition including genetic characteristics, or any other consideration made unlawful by federal, or relevant state, or local law.

### **Compensation and Benefits**

Salary range is \$80,000 – \$95,000 a year depending on qualifications and experience.

ERIC offers a competitive benefits package that includes:

- Comprehensive insurance coverage, including medical, dental, and vision, and life and accidental death
- 401k retirement plan
- Paid vacation and sick leave
- Paid holidays off

### **Process**

Interested applicants should submit the following documents in PDF format to Shane Hamlin at [Shane.Hamlin@ericstates.org](mailto:Shane.Hamlin@ericstates.org):

- A letter of interest describing specific qualifications for the position
- A current resume detailing experience and education
- A list of three professional references with current telephone numbers and email addresses

### **Deadline**

Application packets are due no later than 5 pm Pacific Standard Time, January 28, 2019.