

# State of California

## SECRETARY OF STATE

### Job Opportunity

#### Office of Voting Systems Technology Assessment

#### Senior Information Systems Analyst (Specialist)

#### Staff Information Systems Analyst (Specialist)

#### Position:

The Office of the Secretary of State is recruiting a permanent, full-time Senior Information Systems Analyst (Specialist) to serve as a project lead within the Office of Voting Systems Technology Assessment (OVSTA). The department is willing to downgrade the position to Staff Information Systems Analyst for purposes of recruitment. Duties will be commensurate with the selected classification.

#### Duties:

- Propose legislative, regulatory and process/procedural changes to improve certification and usage of voting technology and improve the transparency of same.
- Analyzes, interprets and reports on technical data on a wide variety of voting systems areas, including, but not limited to: new and updated Federal Voluntary Voting System Guidelines and Requirements, Voting System Testing Laboratory Test Plans and Test Reports, and the adherence to the Voting System Testing and Certification Program.
- Provides expertise to county elections officials on the security, programming and operations of their voting equipment
- Reviews and evaluates voting systems approval applications for compliance with requirements in the Help America Vote Act of 2002, other Federal regulations, the California Elections Code, and regulations issued by the Secretary of State.
- Builds stakeholder project teams, schedules and chairs team meetings, and delivers progress reports to be used by the various Secretary of State (SOS) staff to monitor and assess project progress.
- Maintains familiarity with, and appropriately applies current laws, rules, policies and procedures governing election law.
- Exercises tact, resourcefulness and good communication skills in daily contacts with all levels of staff and the public;
- Travel required on short notice (< 1 week) for durations up to 2 weeks; significant periods of overtime during travel and during the election cycle, including possible evenings and weekends. Must be available on short notice and will be required to carry a Blackberry.

**CONTINUED ON REVERSE**

Position Number: 785-520-1337-OVS

Bulletin Released: 07/01/2016

The Secretary of State is an equal opportunity employer to all regardless of race, color, national origin, ancestry, gender, religion, marital status, disability, age, medical condition, pregnancy, childbirth and related medical conditions, veteran status, religious or political affiliation, or sexual orientation. It is the object of the state of California to achieve a drug free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the laws of the State, the rules governing civil service, and special trust placed in public servants.

(Rev.4- 05/13)

**Supplemental Questionnaire:** In order to receive every consideration in the selection process, you must complete all questions with concise but detailed answers and provide all requested information. Each answer of the **Supplemental Questionnaire** will be evaluated separately. References such as “see resume” will be viewed as an incomplete response. The Supplemental Questionnaire should be numbered in the same order as listed below, be no more than three pages in length, and no smaller than 12 point font.

1. Your experience reviewing and analyzing technical documentation to understand the system design.
2. Your experience developing IT systems test plans and protocols.
3. Your experience with regulation development and interpreting and implementing state and federal law, and regulations.
4. Your project management experience.
5. Your experience presenting technical subject matter to audiences both internal and public.

Please provide the name and telephone number of a reference who can verify the work and/or experience you described for each question. If you provide more than one reference please indicate which question they will provide reference for.

**Who May Apply:** Employees who are currently in the Senior Information Systems Analyst or Staff Information Systems Analyst classification or have current list, transfer, or reinstatement eligibility for a permanent, full-time appointment to the selected classification. Appointments are subject to State Restriction of Appointment (SROA) provisions. Applications received without a Supplemental Questionnaire **will not** be considered.

**Special Instructions:** To help us direct your application to the appropriate hiring supervisor, please indicate on your application form (Std. 678) the position number and the name of the contact person. Also, indicate how you believe you are eligible for this position (i.e., list eligibility, transfer, reinstatement, etc.).

**Submit Applications to:**

Secretary of State  
Attn: Jennifer Gulebian  
1500 11<sup>th</sup> Street, Suite 475  
Sacramento, CA 95814

**Final Filing Date: July 18, 2016**

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