

Duty Statement Rank & File

Proposed
 (Submit to HR for Review)
 Final

25+Section I	A. Current Position Number		B. Probationary Period /JEP Period		
	785-504-5393-XXX		6 months		
	C. Incumbent Name		D. Classification/Job Title		E. Effective Date
	TBD		Associate Governmental Program Analyst (AGPA) – Candidate Filing and Election Night Reporting		
	F. Unit, Section, Division			G. Location	
	Elections Division			<input checked="" type="checkbox"/> Sacramento <input type="checkbox"/> Los Angeles	
	H. Name of Immediate Supervisor/Manager			I. Classification/Title of Immediate Supervisor/Manager	
Kirsten Larsen			Staff Services Manager I		
J. Bargaining Unit (CBID)		K. Time Base		L. Tenure	
<input checked="" type="checkbox"/> BU 1		<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Other		<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Permanent Intermittent <input type="checkbox"/> Limited Term <input type="checkbox"/> Intermittent <input type="checkbox"/> Other	
M. Work Schedule		N. Work Hours			
Monday – Friday		8:00 a.m. – 5:00 p.m.		Telework/ Hybrid schedule is available under the Department's telework policy and based on business needs.	
O. Background Check Required		P. Job Requires Driving Automobile		Q. Certification Required	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Section II **JOB DESCRIPTION**

Indicate the major functions and associated duties, and the percentage of time spent on each (list higher percentages first). Essential functions assigned less than 5% should be combined with other task statements. The total percentage of all functions, including marginal, must equal 100%.

DESCRIBE THE ORIGINAL SETTING AND MAJOR FUNCTIONS

Under the direction of the Election Services Manager (Staff Services Manager I) and the Staff Services Manager II in the Elections Division, the incumbent will perform duties of an Associate Governmental Program Analyst in the Candidate Filing and Election Night Reporting team.

ESSENTIAL FUNCTIONS

- 30% **Candidate Filing:** Review candidate filing documents, verify the accuracy of the information, and determine the qualification status for all candidates prior to each election. Provide oversight in the preliminary review of ballot designations for candidates, consult with elections counsel for compliance with applicable statutory provisions, and resolve any issues prior to developing and disseminating the official Notice to Candidates. Research and compile information to assemble the Certified List of Candidates and Candidate Rotation Lists for distribution to county elections officials, ballot vendors, and the public. Generate certificates of nomination and election. Train and supervise program area students on the use of the candidate qualification database. Train county elections officials and county staff pursuant to the California Elections Code on aspects of candidate filing and document processing. Assist with the composition of the text of several statutory notices to be distributed statewide. (E)
- 25% **Assistant Special Election Coordinator:** Assisting the Special Election Coordinator with coordinating the special elections. Working within statutory time frame, compile information and develop a calendar of events for all state special elections. Review candidate filings, including ballot designations prior to attorney approval. Develop and approve election night reporting forms and instructions for counties. Prepare Notice to Candidates and Certified List of Candidates. Coordinate election night reporting and official canvass with affected counties. Compile information and generate certifications of nomination and election for distribution to candidates and the administrative offices of the appropriate legislative bodies. (E)
- 20% **Assistant Statewide Election Coordinator:** Assist the Statewide Elections Coordinator with coordinating the statewide elections process. Act as liaison with the Governor's office, Communications office, Information Technology Division, Business Services, county clerks, registrars of voters, candidates, and Elections Division program staff. Train counties on semi-official canvass procedures, including election night contacts, precinct numbers, etc. Track the progress of various team projects and resolve problems as they arise. Inform the SSMI, SSMII, Assistant Chief or Chief of Elections of election issues and provide recommendations as to an appropriate resolution. Assist with the compilation of semi-official and official canvass for each state election. (E)

MARGINAL FUNCTIONS

- 15% **Election Night:** Develop and disseminate election night instructions for counties prior to each election and develop guidelines for Secretary of State staff to use on election night. Recruit and train election night staff and temporary staff on entering election results and distributing information to the public. Oversee the coordination of the election night stress tests with the Secretary of State Elections and IT staff, and county clerks and registrars of voters; and develop and maintain a user's guide. (M)

10%



Special Projects: Contribute expertise in a wide variety of election areas, including, but not limited to: election-related surveys, election night preparations, and outreach events. Review and analyze election-related bills. Respond to correspondence, telephone, and walk-in requests for election information from county elections officials, the media, the Legislature, and the general public. (M)

Section III

EMPLOYEE/SUPERVISOR STATEMENT

You are a valued member of the Secretary of State's office. You are expected to conduct yourself professionally and work cooperatively with team members and others during the course of your duties to enable the department to provide the highest level of service possible. You are to adhere to all applicable state and federal laws, rules and department policies; and exercise good judgment in assisting team members and the public. Your efforts to treat others fairly, honestly and with respect are critical to the organization's mission and values.

EMPLOYEE'S STATEMENT: I HAVE READ AND UNDERSTAND THE DUTIES, RESPONSIBILITIES, AND PERFORMANCE EXPECTATIONS OF THE POSITION AND DISCUSSED WITH MY SUPERVISOR. I HAVE RECEIVED A COPY OF THE DUTY STATEMENT.

I CAN PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION WITH OR WITHOUT REASONABLE ACCOMMODATION:

- YES
- NO (Notice HR to discuss possible reasonable accommodation)

EMPLOYEE NAME (PRINT FULL NAME) ➔	EMPLOYEE SIGNATURE ➔	DATE SIGNED ➔
--------------------------------------	-------------------------	------------------

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE.

SUPERVISOR NAME (PRINT FULL NAME) ➔	SUPERVISOR SIGNATURE ➔	DATE SIGNED ➔
--	---------------------------	------------------