

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.	
2. Employee's Name (Last, First, M.I.)	8. Department/Agency DEPARTMENT OF STATE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Elections
4. Civil Service Position Code Description Departmental Specialist-2	10. Division Election Administration
5. Working Title (What the agency calls the position) VOTING SYSTEMS SPECIALIST	11. Section Security & Standards
6. Name and Position Code Description of Direct Supervisor PIERCE, CAROL E; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor BOURBONNAIS, LORI A; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 430 W. Allegan St. Lansing, MI / Monday – Friday, 8:00 A.M. to 5:00 P.M.
14. General Summary of Function/Purpose of Position This position serves as the Voting Systems Specialist supporting the Bureau of Election's (BOE) Security and Standards Section, providing expert advice regarding voting systems to BOE management and staff, the Board of State Canvassers, and election administrators statewide. Incumbent serves as BOE liaison with voting system vendors and program manager for voting system vendor contracts and directs and conducts complex testing and certification of voting systems used in Michigan. Incumbent develops and monitors procedures, guidelines and policies related to voting systems, ballot standards, ballot containers, seals, and absent voter ballot drop boxes. Also serves as expert consultant and liaison between voting systems and the voter registration and election database.	

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 60

Statewide Voting Systems Expert and Liaison

Individual tasks related to the duty:

- Provides expert advice regarding voting systems to BOE management and staff, Board of State Canvassers, and election officials.
- Establishes, administers, and evaluates testing and certification programs for existing and new voting systems; recommends program policies and procedures; and designs forms for the certification program.
- Processes de minimis change requests from voting system vendors and prepares reports for the Board of State Canvassers regarding those requests.
- Acts as a liaison with BOE staff, clerk user groups, and voting system vendors to coordinate certification and testing of voting systems.
- Analyzes ongoing testing and certification program and recommends modifications of policies and procedures to ensure program is effective and efficient.
- Establishes best practices regarding the secure transmission of election results.
- Interprets existing and proposed laws, policies, and procedures as they relate to voting systems. Consults with county and local election officials as well as voting system vendors in this regard.
- Plans and coordinates the training of staff on voting systems.
- Coordinates with Ombudsperson for Accessible Elections to provide training on voting systems to members of the disability community and to work with community advocates to collect feedback to share with voting system vendors.
- Represents Bureau in meetings with election officials and voting system vendors.
- Recommends and/or develops topics for training local election officials.
- Travel throughout and outside of Michigan required to participate in national conferences and learning opportunities; attend and provide training to Michigan clerk associations' conferences/meetings/sessions and other groups as requested.
- Meets regularly with BOE staff and election officials to understand and log problems and concerns and make recommendations to voting system vendors.
- Establishes, administers, and trains BOE staff and election officials on logic and accuracy testing procedures.
- Establishes, tests, and maintains program using NIST common data formats to export ballot data to voting system election management systems and export election results from voting systems to statewide reporting system.
- Coordinates with Election Security Specialist and Election Review Specialist to develop voting system network and physical security assessments, improvements, and best practices.
- Coordinates with Training and Election Assistant Manager and Learning Management System Analyst to develop and deliver training modules.

Duty 2

General Summary:

Percentage: 20

Oversee Department activities related to Michigan ballot layout and production standards.

Individual tasks related to the duty:

- Act as the Department's dedicated resource, subject matter expert, and single point of contact for clerks statewide, election system vendors and other interested parties on all issues related to Michigan ballot standards.
- Develop, maintain, update and communicate the Michigan Ballot Production Standards manual to Michigan election officials statewide. The formal ballot standards must cover all issues related to ballot layout, ordering of items on the ballot, approved titles, verbiage, print type, etc.; and cover all issues and exception processes related to Michigan ballot layout, ensuring consistency and compliance with all aspects of Michigan Election Law related to ballot layout and format.
- Serve as the technical advisor to the statewide election official community by reviewing, approving and providing overall guidance and training related to ballot production and layout standards for every election.
- Consult with the clerk community and other interested parties to assess and implement needed updates and changes to Michigan ballot production standards.
- Work with voting system vendors (programmers as well as printers) to ensure full understanding and compliance with all published ballot production and layout standards.
- Research and analyze ballot production standards on a national level; recommend and implement appropriate changes to Michigan ballot production standards as appropriate.
- Review existing and analyze proposed legislation to determine impact on ballot production standards, implementing and communicating changes as necessary to the statewide clerk community and other interested parties.
- Formulate procedures and guidelines regarding the review by BOE of ballots for compliance with the ballot production standards.

Duty 3**General Summary:****Percentage: 10**

Voting Systems Contract Program Manager

Individual tasks related to the duty:

- Provides expert advice to BOE management and staff regarding voting system vendor contracts.
- Ensures contract deliverables are being met.
- Liaises between DTMB, BOE, county and local election officials, and voting system vendors to resolve contract disputes, questions, and issues.
- Monitors contract reports and compliance.

Duty 4**General Summary:****Percentage: 5**

Testing and approving other election equipment

Individual tasks related to the duty:

- Establishes, administers, and evaluates testing and certification programs for ballot containers, seals, and absent voter ballot drop boxes.

Duty 5**General Summary:****Percentage: 5**

Other duties as assigned.

Individual tasks related to the duty:

- Other duties as assigned.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

- Guidance and feedback on voting systems, ballot standards, or voting equipment requirements and procedures to Michigan election officials, Departmental staff, and other interested parties.
- Appropriate feedback to be provided to election officials, voting system vendors, and the general public based on interpretation of existing and/or established election-related policy and procedure.
- Recommendations and training support for election officials and vendors regarding individual voting system operation, configuration, and error correction.

17. Describe the types of decisions that require the supervisor's review.

- Situations that are highly sensitive or controversial, issues without precedent and/or outside of current policy guidelines; complex budget or grant issues.
- Providing guidance or feedback when a question is posed/or situation raised which is not clearly addressed by Michigan Election Law or under established BOE policy.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

- The position operates in a normal office environment, performing duties within the assigned workspace.
- Tasks can be completed routinely seated at a desk, visiting end users at their desks, in the context of meetings and meeting rooms.
- Work requires extensive use of personal computers including keyboards and monitors.
- This position is subject to stress and pressure to resolve problems quickly and effectively.
- Duties may involve lifting of 50 pounds or less.
- This position requires travel throughout and outside of Michigan to attend meetings, conferences and training.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

This position serves as the Voting Systems Specialist supporting the Bureau of Election's (BOE) Security and Standards Section, providing expert advice regarding voting systems to BOE management and staff, the Board of State Canvassers, and election administrators statewide. Incumbent serves as BOE liaison with voting system vendors and program manager for voting system vendor contracts and directs and conducts complex testing and certification of voting systems used in Michigan. Incumbent develops and monitors procedures, guidelines and policies related to voting systems, ballot standards, ballot containers, seals, and absent voter ballot drop boxes. Also serves as expert consultant and liaison between voting systems and the voter registration and election database.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

N/A

25. What is the function of the work area and how does this position fit into that function?

- The Security and Standards Section provides oversight and guidance to election administrators on election security, voting systems, compliance, auditing, recounts, and accessibility.
- This position is the statewide subject matter expert on voting systems.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree in any major.

EXPERIENCE:

Departmental Specialist 13 - 15

Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Establishes, administers, and evaluates programs; recommends program policies and procedures; and designs forms.
- Analyzes ongoing program operations and recommends modifications of policies and procedures to meet commitments more effectively.
- Interprets existing and proposed laws, policies, and procedures as they relate to a program area. Consults with state, local and federal government as well as interested parties in this regard.
- Formulates procedures, policies, and guidelines for assigned departmental programs.
- Acts as a liaison with other agencies, organizations, and employees to coordinate departmental programs.
- Plans and coordinates the training of staff in designated program activities.
- Recommend and/or develop complex projects and topics for training.
- Serves as a technical advisor and liaison with industry, community groups, and/or governmental agencies. Conducts special projects and studies.

CERTIFICATES, LICENSES, REGISTRATIONS:

None

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisor.

N/A

I certify that the entries on these pages are accurate and complete.

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date