



CLASSIFICATION NO. 638

Established: 12/18

Revised: 2/24

FLSA: Non-Exempt

EEO: 6

## **ELECTIONS ANALYST**

### **CLASS CHARACTERISTICS**

Under direction, to lead the work of assigned regular and temporary staff in customer service, voter registration, and all functions of ballot processing following state and federal law, administrative rule, and the Secretary of State Vote By Mail manual; to lead multiple technical processes, teams of temporary workers, and quality control of ballots for elections; to act as subject matter expert for candidate and jurisdiction filing and coordination, voter registration, election technology, and equipment and redistricting; to perform a broad range of technical and specialized duties; and to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

The County Clerk's Office is responsible for administering and conducting all federal, state, and local elections in Clackamas County; processing all real property transactions, plats, Board of County Commissioner's Journal documents, and board orders for Clackamas County; issuing marriage licenses and officiating weddings; coordinating the Board of Property Tax Appeals which resolves property assessment appeals; accepting passport applications; and supporting other County departments in making public records available to the general public.

The Elections Analysts acts as a subject matter expert in redistricting, candidate and jurisdiction filing and coordination, voter registration, election technology and equipment. Incumbents have lead work responsibility for assigned regular and temporary staff and functions, which includes determining schedules, training needs, and assignments based on restrictions under administrative rules and statutes. Responsibilities also include managing the voted ballot intake area, overseeing the challenged ballot process and tally room processes.

The Elections Analyst differs from the Elections Specialist which provides a broad range of clerical, technical, and specialized support to facilitate effective elections processes but does not act as a technical subject matter expert and does not have lead responsibility for regular staff.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Leads and organizes the work of temporary election workers and regular staff in delivering outstanding customer service to voters, processing voter registration forms, filings, and petitions, and all functions of ballot processing; answers the most complex questions related to voting and statute or administrative rule; oversees and monitors quality control for temporary election workers for each county-wide election; determines schedules, training

needs, and assignments based on restrictions under OAR and ORS; actively participates in workplace preparedness, safety, and security procedures and planning.

2. Leads and coordinates recruitment, orientation, training, and monitoring work performed by temporary elections staff; ensures temporary staff accurately conduct ballot retrieval, signature verification, ballot opening processes, ballot scanning and tallying, provide routine assistance to the public, and process voter registrations and maintenance according to set policies and procedures.
3. Serves as a subject matter expert in special districts and candidate filing requirements; monitors district filing requirements for each election cycle for both offices and measures, receives and sends filings with shared jurisdictions; develops filing packet for districts and candidates for each election; in coordination with the Election Manager, trains elections staff on procedures for reviewing and accepting candidate and voters' pamphlet filings; certifies qualifications of candidates' filing materials, requests for new party recognition, proposed ballot measures, and supporting materials; oversees and coordinates the processing and certification of all initiative, referendum, county, city, and candidate petitions; oversees and coordinates precinct committeeperson (PCP) filings; receives candidate statements and measure arguments for the publication of voters' pamphlets.
4. Under direction from Elections Manager and County Clerk, reduces barriers to voter registration, access, and participation; coordinates and oversees voter education and outreach to diverse communities; coordinates and oversees voter assistance requests for voters with disabilities; leads design and layout and proofing of all Election Division communications and materials, including voters' pamphlets and ballot packet documents; meets timeline, accuracy, and accessibility requirements; publishes documents and information on the Election Division website including candidate and measure filings, historical and current election information, and time sensitive information for each election; acts as liaison to vendors for equipment maintenance, voter notification and voters' pamphlet mailings, and technical support.
5. Provides strategic analysis and support to the Elections Manager, leading multiple technical processes related to ballots, equipment, and election software system updates, teams of temporary workers, and quality control of ballots for each election; receives and tracks ballots received from other counties, official ballot drop sites and USPS; sorts and counts ballots; opens and reviews ballots for quality control, and scans ballots for tabulation; verifies ballot signatures, mails notices to voters of challenged ballots, and processes challenged letters in compliance with federal and state statutes and administrative rules; assists in reconciliation of all ballots and election materials; responsible for time sensitive voter notifications; provides direction and develops solutions to resolve challenges including technical and equipment failures, logistical planning, and temporary staff shortages; oversees ballot tally room which includes scanning, tabulation, and adjudication of voted ballots and the temporary staff who perform these essential functions; programs, operates, and tests election ballot software and vote tally system.
6. Oversees the voted ballot intake area which includes sorting, batching, reviewing and updating voter record/status; analyzes data to resolve of ballot/election issues; oversees the process of challenged ballots which includes updating voter records in the Oregon centralized voter registration system and sending correspondence to voters in a timely manner; directs and oversees the processing of undeliverable ballots which includes sorting

and updating voter records utilizing USPS data; directs and oversees the processing of all UOCAVA (military and overseas) email ballots and communications.

7. Plans and organizes official ballot drop box site logistics for each election; schedules temporary elections staff in compliance with state law and administrative rule; sets ballot pickup locations in coordination with Elections Manager; researches new locations and addresses any location changes including accessibility, safe traffic flow, adequate parking, security, safety and appropriate signage at drop site locations; drafts official ballot drop site security plans in coordination with Elections manager; coordinates ballot return processes and procedures for temporary staff; under direction of Elections Manager, coordinates chain of custody for all ballots and election materials through each state of ballot processing.
8. Participates in quality assurance and testing and reports feedback in test environments of the state voter registration and election database; troubleshoots technology, including software systems, workstations, office equipment, and the state voter registration and election management database; assists in the development of procedures, ensuring compliance with current ORS, administrative rule, and Clerk and county policies; secures, archives, and maintains records according to law, administrative rule, and Election Manager and County Clerk direction; researches and evaluates, making recommendations to policies and procedures; documents and maintains written procedures; gathers data for statistical purposes; tests and operates election ballot software and vote tally system in accordance with state statute and administrative rule.
9. Conducts and schedules maintenance on election technology and equipment including the tally room scanners and systems, ballot envelope opener, mail ballot sorter, etc.; maintains inventory of all election equipment and technology; provides input and feedback on new technology and feedback to improve and innovate elections processes and meets requirements of new laws and administrative rules; oversees inventory and supply needs during election and non-election periods; conducts daily balancing of money received; issues receipts, accepts credit/debit payments; posts daily receipts and verifies balanced tills; prepares receipted cash, checks, and card transactions for daily deposit; prepares, maintains, and forwards necessary documents to Treasurer's Office, bank and office files; makes bank deposits.
10. Programs elections in the Oregon centralized voter registration, mail ballot sorting, and ballot tally systems; extracts and prepares data for ballot mailings, ballot supplemental mailings, challenged ballot letters, Voter Notification Cards, and Voter Confirmation Cards; regularly updates the ballot tracking and accessible voting platforms; prepares, distributes, and provides public access to all relevant data and documents, and applies redactions to materials as required by state statute and administrative rule; creates reports in response to data requests from candidates, districts, and the public; prepares jury lists and other specialized reports when requested by municipalities and/or judicial jurisdictions.
11. Maintains voter registration address library, precinct boundaries, and district boundaries by processing annexations and new address requests; performs redistricting and districting process for county and jurisdictions in compliance with state and federal statutes; analyzes data for appropriate changes to precinct and precinct split lines and makes recommendations to the Elections Manager; updates precinct, precinct splits, and district boundaries in ArcGIS Pro; creates and uploads shape files for the Oregon centralized voter registration system; updates voter records to reflect changes and communicates changes with cities and special districts.

12. Acts as a representative of the Clerk's Office by working collaboratively with coworkers, other division and department staff, other county and state elections staff, and stakeholders to maintain an inclusive, positive, and supportive work environment; actively participates in workplace preparedness, safety, and security procedures and planning.

Positions requiring bilingual skills:

13. Lead in assisting the Clerk's Office with providing services in both English and second language for voting, elections, and general services to the public; may be called on to infrequently to provide services in both English and second language to assist other functions within the Clerk's office including assisting the Clerk, recording services, marriage licenses, wedding ceremonies, and public access to government services; participates and provides organizational support for voter outreach activities and community events in English and second language.

### **REQUIRED KNOWLEDGE AND SKILLS**

Thorough knowledge of: Oregon Secretary of State\_Vote by Mail Manual and County, City, and District Referral Manual; procedures; signature verification processes; Oregon election laws, procedures, regulations and statutes; administrative office practices, procedures, and techniques; recordkeeping and reporting techniques; basic composition, grammar, and spelling; computers and election technology.

Working knowledge of: Web design and maintenance, graphic design, voter registration, and election management databases; election laws, procedures and regulations; lead work and training principles and techniques; concepts and techniques for prioritizing, organizing work.

Skill to: Organize, prioritize and review work performed by assigned staff; conduct short-term studies and research projects of a specialized nature; establish and maintain effective and collaborative working relationships and treat others with dignity and respect; provide excellent customer service by effectively meeting and interacting with members of the public, co-workers and county staff from other departments in a courteous, professional manner; effectively meet intense pre-determined, unalterable schedules; determine priorities and multitask; maintain accuracy in assigned tasks; evaluate and recommend improvements in operations, policies, procedures and methods; operate office equipment, including computers, software and scanners with accuracy; operate voting/elections equipment with accuracy and instruct others regarding operation; read, interpret and explain current laws, rules, regulations, polices and procedures; communicate effectively, both orally and in writing.

### **WORKING CONDITIONS**

Considered an essential worker during active election periods (generally sixty days before and thirty days after each election). Must be available for periodic evening and weekend work as required by cyclical elections activities.

### **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications

and special conditions may apply to a specific position within this classification and will be stated in the job announcement.

**Experience:** A minimum of three (3) years of related experience with one (1) year in a Vote by Mail elections office that would provide the required knowledge and skills to perform the responsibilities of this position.

**Licenses/Certifications:** None Required.

Some positions require bilingual fluency in one of the identified languages (Chinese, Russian, Spanish, Ukrainian, or Vietnamese) and English.

### **PRE-EMPLOYMENT REQUIREMENTS**

Ability to obtain certification from the Oregon Association of County Clerks (OACC) as a Certified Elections Administrator or similar certification within four (4) years of hire.

Must successfully pass a criminal history check which may include national or state fingerprint records check.

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.