

## **WISCONSIN ELECTIONS COMMISSION**

Elections Specialist - Entry

### **Elections Data Specialist**

#### **Position Summary**

This is an Elections Specialist position focused on working in, and providing services regarding, Wisconsin's statewide voter registration system called WisVote, which is a database of voter and election information as well as a primary tool for administration of elections in the state. This position would focus primarily on monitoring data quality and user compliance in the WisVote system. There are 3,000 users of the WisVote system and this position will monitor user activity and correspond with non-compliant municipalities and also review and detect data quality issues in the system. It is responsible for understanding and applying relevant election laws, administrative rules, and Commission policies related to voter registration, the conduct of elections, and recording voter participation to business procedures used to record and manage data in the WisVote system.

The position is also responsible for providing support related to several other Commission election data initiatives. It is responsible for assisting with managing the Wisconsin Elections Data Collection System (WEDCS), and assists with the collection and review of data related to the Canvass Reporting System (CRS), and the MyVote Wisconsin website. This position manages post-election audit procedures and data analysis by utilizing internal and external data. This position serves as the primary project lead for communicating with local election officials to collect required election statistics and data. This position works with local election officials to validate and reconcile elections data and ensure data quality.

The Wisconsin Elections Commission is charged under Wisconsin Statutes to administer and enforce Wisconsin's elections laws. A core mission of the Commission is to ensure ongoing and quality education, training, outreach, technical assistance, and advice to municipal clerks, county clerks, and local election inspectors (poll workers) that conduct elections as well as to ensure adherence to, and compliance with Wisconsin election laws and required procedures. This position will assist with another core function of the Commission and provide current and accurate information to the public as well as various governmental and other organizations about the State's electoral processes, voting statistics, and trends. This position will also participate in carrying out an array of elections program initiatives and activities delineated in the agency's goals and management plans. This position will require occasional travel within Wisconsin from the agency headquarters in Wisconsin.

#### **Duties and Responsibilities**

##### **35%**

- A. Monitor quality control standards for data and tasks in the statewide voter registration system, WisVote, and provide technical assistance to system users.
  1. Ensure accurate voter and election data by implementing and enforcing sound data quality assurance practices and procedures used by Local Election Officials.

2. Provide technical assistance and customer support to Local Election Officials regarding the effective use of WisVote functionalities and management of WisVote data.
3. Advise and assist county and municipal election officials on the processing, submission and reconciliation of voter participation data.
4. Develop and use existing tools to track WisVote election setup, address maintenance using GIS technologies, the data entry of contests and candidates, absentee ballot issuance, post-election voter participation, and other election management tasks.
5. Assist WisVote users in the development and use of customized reports to meet office needs.
6. Assist WisVote technical staff with the testing of program upgrades and new functionalities.
7. Based on feedback from Local Election Officials, make recommendations for improving WisVote business processes and procedures.

**25%**

- B.** Assist with managing the Commission's data collection and publication efforts in collaboration with management, program staff, and the agency's IT team.
1. Document standard procedures for the Commission data collection efforts.
  2. Develop automated data validation procedures to improve data quality in all data management systems.
  3. Lead and conduct data reconciliation and audit efforts between the Commission's data management systems (e.g., WEDCS, WisVote, and CRS).
  4. Manage the collection of election administration and voting statistics for all state and federal elections through agency data collection systems.
  5. Publish elections-related data and statistics electronically, including those related to voter registration, absentee voting, military and permanent absentee voters, election day registration, elections results, polling place information, and election voter turnout.
  6. Assist in completing federal reporting requirements such as the U.S. EAC's election administration and voting survey (EAVS).
  7. Conduct surveys of municipal and county clerks as needed and then compile, analyze, and present the survey results objectively.

**25%**

**C. Provide Technical Assistance to users of the WisVote system.**

1. Assess and identify the educational, training and technical assistance needs of local election officials.

2. Assist with developing a protocol for WisVote education, training and technical assistance to Local Election Officials.
3. Teach, train and advise WEC agency staff on the proper and effective use of WisVote.
4. Make recommendations for improving WisVote business processes and procedures.
5. Work with agency IT team to identify, test, and implement improvements and updates to the WisVote system.
6. Track data quality of election set up in the WisVote system.
7. Assist WisVote users in the development and use of customized reports.

### **15%**

#### **C. Participate in Implementation of the Agency's Election Administration Plan and Management Goals**

1. Assist with carrying out WisVote initiatives and other activities included in the agency's Election Administration Plan and management goals.
2. Analyze proposed legislation to determine impact on the administration and enforcement of election laws.
3. Assist in drafting fiscal analysis and legislative status reports.
4. Develop background information, testimony and other materials for management's response to policy proposals, identifying impacts and consequences of proposed legislation.
5. Develop and maintain a high-level working knowledge of the Election Commission's core business requirements related to both WisVote functionalities and Election Administration tasks and initiatives.
6. Carry out special projects and assignments as directed by supervisor and/or agency management.

### **Knowledge, Skills, and Abilities**

1. Strong demonstrated experience in data collection, data validation methods, and evaluation techniques.
2. Experience with databases, data analysis, and presenting information with objective analysis.
3. Knowledge of IS system methodologies, tools and techniques.

4. Ability to develop substantial familiarity with and a working knowledge of election laws, administrative rules and Commission policies, methods and procedures as they relate to election administration.
5. Strong analytical and strategic planning skills; ability to plan, organize, prioritize and manage tasks
6. Strong communication skills; ability to speak and write effectively.
7. Ability to work in a team environment and to establish and maintain effective working relationships with fellow employees, administrative officials, election officials, other state agency officials, and the general public.
8. Proficient in Microsoft Office Suite.
9. Ability to travel as required.
10. Must possess a valid Wisconsin driver license that meets the State's Risk Management standards.
11. The selected candidate must not have given a contribution to a partisan campaign or candidate twelve months prior to the appointment.
12. The selected candidate must pass a security background check.