STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

ELECTIONS SPECIALIST

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Admin. Code, for making classification decisions relative to present and future professional positions located at the Wisconsin Elections Commission which are responsible for performing a variety of duties related to the administration of the State's election laws and WisVote system. This classification specification is not intended to identify every duty which may be assigned to positions allocated to this classification but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the "best fit" of the duties within the existing classification structure. The "best fit" is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards, or factors; statements of inclusion and exclusion; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses professional positions located at the Wisconsin Elections Commission which are responsible for performing a variety of duties related to the administration of the State's election laws, including statutes and administrative codes.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which meet the statutory definition of supervisor, confidential or management as defined in s.111.81(19), (7), or (13), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.

2. Positions which do not perform Elections Specialist work for a majority of the time.

3. Positions which are not located at the Wisconsin Elections Commission.

4. Positions which are more appropriately identified by other classification specifications.

D.   Entrance Into This Classification Series

Employees enter this classification series by competitive examination. Progression to the Senior level will occur through reclassification as the employee attains the specified training, education, and experience and satisfactorily performs the full scope of duties identified at the Senior level.

II.   DEFINITION

ELECTIONS SPECIALIST – ENTRY

This is entry level work, performed under close progressing to limited supervision, for positions performing elections administration and WisVote administration work.

ELECTIONS SPECIALIST – SENIOR

This is the objective level for positions that perform the full range of complex elections administration and WisVote administration work. Work is performed under general supervision.

Positions in this classification fit one of the two following allocations:

1) Position provides advice and consultation to county, municipal, and school district administrators and clerks, legislators, and attorneys regarding election laws; designs and develops elections administration manuals; develops ballot instructional manuals and ballot formats; directs the certification of electronic voting systems and equipment; enters, proofs, and certifies reported federal and state election results; certifies nomination papers, re-count petitions, recall petitions, and petitions for ballot status; conducts informational and training workshops for county and municipal clerks and elections inspectors; maintains computerized election-related data; and carries out special projects and assignments, as directed.

2) Position manages administration of the WisVote system through training Clerks, maintaining election policy adherence, and maintaining system data integrity. Position manages receipt, quality control, and integrity of database. Ensure processes are clearly understood and followed by county and municipal clerks. Work with IT staff to ensure WisVote database adheres to requirements outlined in Statutes and Administrative Code. Collaborates with Training staff to create, distribute, and maintain comprehensive system training materials.

III.   QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed, and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV.   ADMINISTRATIVE INFORMATION

This classification series was created effective August 13, 2000 and announced in Bulletin CLR/SC-116 in order to describe positions located at the Elections Board which perform a variety of duties related to the administration of the State's election laws. The series replaces the single-level Elections Specialist classification which was created effective June 22, 1997 as a result of the Professional Program Support Personnel Management Survey (see Bulletin CC/SC-67).

This classification was collapsed and created effective May 18, 2003 and announced in Bulletin MRS-SC-158 as a result of the WPEC Broadbanding and Class Collapsing Study. This classification was modified effective March 5, 2006 and announced in Bulletin OSER-0089-MRS/SC to reflect the inclusion of a second allocation.

This classification was modified effective January 21, 2018 and announced in Bulletin DPM-0458-CC/SC as a result of a personnel management survey. This classification was modified to remove Campaign Finance work, add WisVote management, and add an entry level to the work.

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