



COUNTY OF SAN DIEGO
invites applications for the position of:

Election Processing Supervisor-17302103

SALARY: \$51,292.80 - \$63,044.80 Annually

OPENING DATE: 04/11/17

CLOSING DATE: 04/21/17 11:59 PM

JOB SUMMARY:



PER COUNTY RULES, THIS POSITION IS ELIGIBLE FOR APPOINTMENT AT STEP 1, \$51,292.80. County employees are subject to the County Promotion Rule for Step Placement in Accordance with Comp. Ord. 1.3.5.

THE POSITION

Election Processing Supervisors organize, direct and supervise the activities of sections within the Registrar of Voters' Precinct Services, Voters Services or Election Services Divisions. Position responsibilities include but are not limited to: plan, schedule and coordinate activities related to voter records and registration, precincts and polls, poll worker recruitment and training, election equipment and warehouse, vote by mail, and campaign services; provide lead work in special projects and assignments; provide interpretations and ensure proper implementation of Federal, State and local laws regulating elections.

IDEAL CANDIDATE:

The County of San Diego desires a candidate that possesses strong elections supervisory experience with the ability to lead projects; stays current with information, technology and trends in the world around them and in the elections field; takes personal responsibility for their individual success, the success of their department and of the County; communicates effectively, exercises sound judgment and decision-making, and demonstrates respect, collaboration, and accountability.

EDUCATION/EXPERIENCE:

- Three (3) years of supervisory experience including two (2) years of supervisory experience in an Elections Office in the State of California; OR,
- An associate's degree from an accredited U.S. college or university, or a certified foreign studies equivalency in public or business administration or a related field, AND, one (1) year of supervisory experience in an Election.

Note: Qualifying supervisory experience includes supervision over permanent or temporary full time, part time, season employees or volunteers.

[Click here](#) to review a complete job description.

EVALUATION PROCESS:

Qualified applicants will be placed on a 12 month employment list based on scores received during the evaluation of information contained in the employment and supplemental application forms.

Please ensure all the information is complete and accurate as the responses you provide on the supplemental application questionnaire will be reviewed by an automated evaluation system. If you are successful in the initial screening process, your application will be reviewed individually to confirm that the information you provided is accurate and qualifying.

Note:

Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

The County of San Diego and its employees embrace the Live Well San Diego vision: A region that is Building Better Health, Living Safely and Thriving. For more information www.livewellsd.org.



Under California Government Code Sections 3100 - 3109, public employees are designated as **disaster service workers**. The term "public employees" includes all persons employed by the state or any **county**, city, state agency, or public district. Disaster service workers are required to participate in such disaster service activities as may be assigned to them by their employer or by law.



COUNTY OF SAN DIEGO
DIVERSITY & INCLUSION

The County of San Diego is committed to valuing diversity and practicing inclusion because our diverse workforce is our greatest asset and our customers are our number one priority.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.sdcountry.ca.gov/hr>

Position #17302103
ELECTION PROCESSING SUPERVISOR-17302103
JS

5530 Overland Ave., Suite 210
San Diego, CA 92123
(619) 236-2191

processunitemail.fgg@sdcounty.ca.gov

Election Processing Supervisor-17302103 Supplemental Questionnaire

- * 1. In order to qualify for this position, you must be able to answer yes to question 2 or 3 . Please be sure to answer the following questions in a thorough and complete manner, as your responses may be used to determine your overall score. Please note that if you are invited to a selection interview(s) by a department, your responses to the following questions may be subject to verification. Do you understand this information?
 Yes
 No
- * 2. Do you have three (3) years of supervisory experience including two (2) years of supervisory experience in an Elections Office in the State of California?
 Yes
 No
- * 3. Do you have an associate's degree from an accredited U.S. college or university, or a certified foreign studies equivalency in public or business administration or a related field, AND, one (1) year of supervisory experience in an Election? Note: Qualifying supervisory experience includes supervision over permanent or temporary full time, part time, season employees or volunteers If you are qualifying under this option. You must attach a copy of your transcripts or degree.
 Yes
 No
- * 4. If Yes, to questions 2 or 3, please include your job title, name of employer, length of experience and describe your experience. If you do not have such experience, indicate with N/A.
- * 5. Do you have experience supervising special projects or programs?
 Yes
 No
- * 6. If Yes, to the above question, please include your job title, name of employer, length of experience and the project(s)/program(s) that illustrate your experience. Include your role in the project/program, the scope of project/program, the number of people supervised, if any and results achieved. If you do not have such experience, indicate with N/A.
- * 7. Do you have experience collecting, analyzing and interpreting data?
 Yes
 No
- * 8. If Yes, to the above question, please include your job title, name of employer and describe your experience. Include the data collected, your role, methodologies used and outcomes. If no such experience, indicate with N/A.
- * 9. Do you have experience in on-going process improvements projects?
 Yes
 No
- * 10. If Yes, to the above question, please include your job title, name of employer, length of experience and describe your experience. Include an example that illustrates your experience, your role, purpose of the project, methodologies used and goals achieved, If you do not have experience, indicate with N/A.
- * 11. How did you first hear about this job opportunity?
 Family or Friends
 County ERG
 County of San Diego Website
 County of San Diego Social Media
 Career in Government
 Diversity-based Organization, Publication or Website
 College Career Center
 Job Fair
 Election Center
 California Association of Clerks and Election Officials
 ElectionLine
 MANA
 Alliance for African Assistance
 Southern African Indian Resource Center
 Military or Veterans Outreach
 Other

* Required Question