1823 Senior Administrative Analyst

Project Lead: Replacement Voting System

Recruitment #PEX-1823-075624

DEPARTMENT	Department of Elections
ANALYST	Paul Greene
DATE OPENED	4/10/2017 8:00:00 AM
FILING DEADLINE	4/24/2017 5:00:00 PM
SALARY	$88,868.00 - $108,030.00/year
JOB TYPE	Permanent Exempt
EMPLOYMENT TYPE	Full-Time

INTRODUCTION

Department of Elections

1823 Senior Administrative Analyst-Project Lead for Replacement Voting System

Appointment Type

Permanent Exempt. This position is excluded by the Charter from the competitive civil service examination process and shall serve at the discretion of the appointing officer. The maximum duration of this permanent exempt appointment is three years.

Position Description

This position serves as the Project Lead for the planning and implementation of a replacement voting system in the near term for the City and County of San Francisco (City). The Project Lead will also assist in the City's efforts associated with planning and possibly developing an open source voting system. Working under the guidance of the Director of the Department of Elections (Department), the Project Lead will be responsible for leading the Department's effort to replace the current voting system with one that provides the highest levels of accessibility and usability, and which includes open source components to the greatest extent feasible.

An initial responsibility for the Project Lead will be to assist in managing and supporting the efforts of a contractor identified from a request for proposal (RFP) process that the Department expects to issue in April, 2017. The contractor's responsibilities will be to prepare a business plan alongside the Project Lead for the City's potential development of an open source, accessible voting system. The contractor will consider the various options available to the City necessary to develop and implement an open, accessible, voting system, including possible time frames and efficiencies associated with costs and uses in comparison to existing systems.

While assisting in researching and assessing options (e.g. steps and resources) for replacing the current voting system with a system that is highly accessible and potentially open source, the Project Lead will also begin considering and organizing the information and processes necessary to obtain certification of the voting system by the California Secretary of State; outline specifications for the system; draft reports that support the Board of Supervisors and the Mayor in making policy decisions regarding the new system; prepare and issue such documents as requests for proposals (RFP) and requests for information (RFI); draft qualifications to use for identifying additional contractors who will develop the components of the new system; monitor the performance of contractors; and provide information to and obtain information from the public individually, or in meetings attended or organized by the Project Lead.

Project Description

This section is a general description of the overall project and is not a final statement on the development of the system. The City's current elections system is nearing end of life and the Department is preparing for a replacement system in the short term and considering developing its own voting system in the long term. As part of this effort, the Department is exploring replacing the current voting system with open source components and needs to understand necessary development tasks, associated costs, as well as planning and implementation timelines to determine if pursuing an open source option is feasible. Contingent on this understanding, the City may develop an open source voting system under version 3 of the GNU General Public License where possible, otherwise preferring similar licenses with copyleft characteristics. Regardless, any replacement system will incorporate the highest possible levels of usability and accessibility features and functions. Additionally, the City will strive for the highest possible levels of accuracy, transparency, security, and auditability for the system.

The Department is responsible for assessing the resources necessary to fulfill the project's goals such as the system's technical specifications, user interfaces, development approaches, implementation time frames, and costs. The Department is also responsible for reporting the progress made to the Board of Supervisors during Fiscal Year 2017-2018 and for submitting a report to the Mayor's Office by the end of 2017 in relation to the allocation of funds in Fiscal Year 2018-2019.

MINIMUM QUALIFICATIONS

1. Possession of a graduate degree (Master's degree or higher) from an accredited college or university and three (3) years of full-time equivalent experience performing professional level analytical work as described in Note A: OR

2. Possession of a graduate degree (Master's degree or higher) from an accredited college or university with major college coursework as described in Note B and two (2) years full-time equivalent experience performing professional level analytical work as described in Note A; OR

3. Possession of a baccalaureate degree from an accredited college or university and four (4) years full-time equivalent experience performing professional level analytical work as described in Note A; OR

4. Possession of a baccalaureate degree from an accredited college or university with major college coursework as described in Note B and three (3) years full-time equivalent performing professional level analytical work as described in Note A

SUBSTITUTION
Applicants may substitute up to 2 years of the required education with additional qualifying experience in budget analysis, financial analysis and reporting, legislative/policy analysis, or contract/grant administration. One year (2000 hours) of additional qualifying experience will be considered equivalent to 30 semester units/45 quarter units.

Notes on Qualifying Experience and Education:
A. Qualifying professional-level analytical experience must be in one or more of the following functional areas: complex budget analysis, development and administration; complex financial/fiscal analysis and reporting; development of complex contracting systems and administration of competitive bid processes and complex contractual agreements; development and evaluation of complex management/administrative policy; complex grant administration and monitoring; complex program evaluation and planning; complex legislative analysis; complex economic analysis; or other functional areas related to the duties of positions in Class 1823, where the primary focus of the job is complex professional-level analysis for evaluation, recommendation, development and implementation of major programs and functions of department/organization. Analytical experience equivalent to the duties of Class 1822 is considered qualifying.

B. Coursework applicable to a baccalaureate or higher degree in specialized subject matter areas such as public or business administration, management, business law, contract law, public policy, urban studies, economics, statistical analysis, finance, accounting or other fields of study closely related to the essential functions of positions in Class 1823.

Desirable Experience and Skills

·   Significant experience using, deploying, testing, or developing voting systems;

·   Experience managing large technical projects involving the development of software or hardware, especially with multi-year projects;

·   Experience drafting reports regarding large, complicated projects. The Department will require writing samples and will test candidates' writing skills as part of the consideration process for this position;

·   Knowledge of the principles associated with agile development and procurement; and

·   Excellent communication skills interfacing with broad groups of stakeholders from public officials, to industry experts, to members of the general public.

Verification:

Applicants may be required to submit verification of qualifying education and experience at any point during the recruitment and selection process. If education verification is required, information on how to verify education requirements, including verifying foreign education credits or degree equivalency, can be found at http://sfdhr.org/index.aspx?page=456

Note: Falsifying one's education, training, or work experience or attempted deception on the application may result in disqualification for this and future job opportunities with the City and County of San Francisco.

HOW TO APPLY

Applications for City and County of San Francisco jobs are **only** accepted through an online process. Visit www.jobaps.com/sf to register an account (if you have not already done so) and begin the application process.

- Select the desired job announcement

- Select "Apply" and read and acknowledge the information

- Select either "I am a New User" if you have not previously registered, or "I have Registered Previously"