



COUNTY OF DANE

DEPARTMENT OF ADMINISTRATION
EMPLOYEE RELATIONS DIVISION

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GREG BROCKMEYER
Director of Administration

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Human Resources Director

MEMORANDUM

DATE: July 10, 2019

TO: Scott McDonell
Dane County Clerk

FROM: Alex Hauri
Human Resources Analyst

SUBJECT: Reallocate Elections Management Specialist/Policy Analyst #2165

The Dane County Clerks Office has requested to reallocate position #2165. This position is currently vacant and classified as an Elections Management Specialist/Policy Analyst in the P7 pay range. According to Scott McDonell, Dane County Clerk, this position is primarily responsible for managing the complex elections management system (ElectionWare). As part of my analysis, I compared the new position description (PD) to other classification specifications (class-specs) within Dane County.

REVIEW

In 2017, position #2165 was compared to the Legislative Management System Specialist/Policy Analyst and reclassified to the P7 pay range. After reviewing the duties and responsibilities associated with legistar and the election system, it is clear that the Elections Management Specialist is assigned more complex tasks and has a far greater consequence of error.

The proposed Elections Management Specialist PD describes the following list of Functions:

Function A - 50%	Elections Management
Function B - 20%	Policy Analysis and Legislative Management Support
Function C - 15%	Oversee Election Security Task Force
Function D - 15%	Provide Lead Administrative Support

Education and Experience: Any combination of training and experience equivalent to a bachelor's degree from an accredited college or university in public administration, political science or a closely related field. Three (3) years' experience with a governmental agency.

The new PD for the Elections Management Specialist is centered on elections software security. Due to the 2016 Presidential Election, there has been an increased need for election security. As part of this reallocation, position #2165 will now focus on election security within Dane County. Since Wisconsin was a key swing state in the previous election, it may be a prime target for hackers. To ensure that the Dane County election process is flawless, this position will coordinate a security team that includes Emergency Management and Information Technology. Unlike other counties, Dane County will rely on the Elections Management Specialist to oversee the election process since they have the ability to identify and perform the critical functions. This position is also responsible for managing the elections management system, which has county wide authority over every individual that votes. As part of this process, they must create ward boundaries, which is a map that is constructed using the combination of county board, aldermanic and school districts.

After reviewing the new Elections Management Specialist PD, the next step was to compare it to other positions within Dane County. Since this position is primarily responsible for managing the elections management system, I decided to compare it to several IT classifications. The one with the most similarities in terms of complexity, consequence of error and impact, was the Public Safety Information Technology Specialist I. This classification spends the majority of its time providing reactive and proactive technical support to the Public Safety Communications operations. According to the PD, these positions are responsible for system administration, system support/maintenance and training. After speaking with Scott, it was clear that the Elections Management Specialist will be responsible for installing, diagnosing and updating the election software. Also, when the future incumbent is not preparing for an election, they will be providing technical support and training to roughly 70 individuals who use the election software.

ANALYSIS/RECOMMENDATION

Similar to the Public Safety Information Technology Specialist I's, position #2165 is responsible for managing a software system and providing training to users. I recommend to reallocate position #2165, Elections Management Specialist/Policy Analyst, to the P9 pay range. Position #2165 is currently vacant. Please understand that the Dane County Clerks Office must create a resolution for the County Board to approve.