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# 1823 Senior Administrative Analyst

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## Recruitment #PEX-1823-075624

**DEPARTMENT** Department of Elections  
**ANALYST** Paul Greene  
**DATE OPENED** 7/20/2017 08:00:00 AM  
**FILING DEADLINE** 8/3/2017 5:00:00 PM  
**SALARY** \$94,302.00 - \$114,608.00/year  
**JOB TYPE** Permanent Exempt  
**EMPLOYMENT TYPE** Full-Time

### INTRODUCTION

**\*\*ANNOUNCEMENT RE-OPENED TO ALLOW FOR ADDITIONAL RECRUITMENT AND TO AMEND JOB DESCRIPTION. PREVIOUS APPLICANTS NEED NOT RE-APPLY**

### Department of Elections

### 1823 Senior Administrative Analyst-Projects Related to Voting System Procurement

#### 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 Senior Administrative Analyst will administer and support projects associated with replacing the current voting system, as well as may provide support towards the City's possibly developing its own accessible, open source voting system. The Senior Administrative Analyst will work under the guidance of the Director of the Department of Elections (Department), who is also the appointing officer.

The Senior Administrative Analyst's responsibilities will include obtaining and considering information from other counties' elections offices, from departmental personnel, and other stakeholders for drafting documents such as request for proposals (RFP), requests for information (RFI), and requests for qualifications (RFQ). The Senior Administrative Analyst must be able to review large amounts of information regarding voting systems and then identify relevant content to incorporate into documents such as a RFP.

The Senior Administrative Analyst will be responsible for understanding the City's requirements and procedures regarding procurement which includes the drafting and issuing of RFPs, RFIs, and RFQs, and are set by several agencies such as the Office of Contract Administration, the Department of Human Resources, and the Civil Service Commission.

The Senior Administrative Analyst must have the ability to organize and track efforts associated with the preparation of complex documents, including the ability to establish and maintain plans and schedules that track the progress of a particular project and ensure that project deadlines are met.

Additionally, the Senior Administrative Analyst will be responsible for organizing pilot programs that provide members of the public with opportunities to test voting systems and provide user feedback. The Analyst will also be responsible for responding to information requests, organizing training for Departmental personnel to support and operate a voting system, and other aspects associated with implementing voting systems.

The Senior Administrative Analyst may administer and support projects regarding the City's possibly developing an accessible, open source voting system. The Senior Administrative Analyst may provide assistance to a contractor, identified from an already-issued RFP, who will be responsible for preparing a business case that assesses the feasibility of the City's options, including associated costs and time frames, to potentially develop an accessible, open source voting system. The Senior Administrative Analyst may also prepare and then issue RFPs, RFIs, or RFQs associated with developing a voting system.

The Senior Administrative Analyst may need to simultaneously administer the processes associated with implementing a replacement voting system and/or preparing one or more RFPs or similar documents to support the City's efforts related to possibly developing an accessible, open source voting system.

### **Examples of Responsibilities**

1. Obtain and then review RFPs, RFIs, and RFQs, regarding voting systems from other jurisdictions.
2. Draft RFPs, RFIs, and RFQs associated with the City obtaining voting systems or developing voting systems.
3. Assess and then incorporate the evaluative criteria to include in RFPs associated with obtaining or developing a voting system.
4. Administer RFP processes associated with reviewing proposals, selecting vendors, organizing pilot programs that demonstrate voting system operations, developing content and presentations for training personnel on using a voting system.
5. Develop language and terms to incorporate in contracts with voting system vendors and developers.
6. Prepare memorandum or other written reports regarding the City's actions taken in obtaining or developing a voting system.
7. Develop and apply mechanisms that monitor and ensure work performed by contractors meets criteria set in agreements with the City.

8. Speak, or provide information, at public meetings and obtain feedback from members of the public regarding the obtaining, implementing, using, or developing of a voting system.

### 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

1. Multiple instances of being responsible for drafting and issuing RFPs and similar documents.
2. Significant experience using, deploying, testing, or developing voting systems.
3. 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.
4. Knowledge of the principles associated with government procurement practices, especially agile procurement methods.
5. 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](http://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"
- Follow instructions on the screen

Computers are available for the public (from 8:00 a.m. to 5:00 p.m. Monday through Friday) to file online applications in the lobby of the Dept. of Human Resources at 1 South Van Ness Avenue, 4th Floor, San Francisco.

Applicants may be contacted by email about this announcement and, therefore, it is their responsibility to ensure that their registered email address is accurate and kept up-to-date. Also, applicants must ensure that email from CCSF is not blocked on their computer by a spam filter. To prevent blocking, applicants should set up their email to accept CCSF mail from the following addresses (@sfgov.org, @sfdpw.org, @sfport.com, @flysf.com, @sfwater.org, @sfdph.org, @asianart.org, @sfmta.com, @sfpl.org, @dcyf.org, @first5sf.org).

Applicants will receive a confirmation email that their online application has been received in response to every announcement for which they file. Applicants should retain this confirmation email for their records. Failure to receive this email means that the online application was not submitted or received.

All work experience, education, training and other information substantiating how you meet the minimum qualifications must be included on your application by the filing deadline. Information submitted after the filing deadline will not be considered in determining whether you meet the minimum qualifications.

Applications completed improperly may be cause for ineligibility, disqualification or may lead to lower scores.

If you have any questions regarding this recruitment or application process, please contact the exam analyst, Paul Greene, by telephone at 415-551-8939 or by email at paul.greene@sfgov.org

### **SELECTION PROCEDURES**

Applications will be screened for relevant qualifying experience and education. Only those candidates who most closely meet the needs of the Department will be invited to continue in the selection process. Applicants who meet the minimum qualifications are not guaranteed to advance through all of the steps in the selection process. The department may implement additional screening mechanisms in order to determine candidates' qualifications for this position.

### **CONVICTION HISTORY**

As a *finalist* for a job, you will be fingerprinted, and your fingerprints will be sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). The resulting report of your conviction history (if any) will be used to determine whether the nature of your conviction (or arrest, in limited circumstances) conflicts with the specific duties and responsibilities of the job for which you are a *finalist*. If a conflict exists, you will be asked to present any evidence of rehabilitation that may mitigate the conflict, except when federal or state regulations bar employment in specific circumstances, such as:

- Candidates applying for positions with the Unified School District and the Community College District may be disqualified from consideration should their conviction history not meet the standards established under the California Education Code.
- Candidates applying for positions with the Recreation and Park Department may be disqualified from consideration should their conviction history not meet the standards established under California Public Resources Code 5164.

*Having a conviction history does not automatically preclude you from a job with the City.*

If you are selected as a finalist, the hiring department will contact you to schedule a fingerprinting appointment.

### **DISASTER SERVICE WORKERS**

All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

## CONCLUSION

### **General Information concerning City and County of San Francisco Employment Policies and Procedures:**

Important Employment Information for the City and County of San Francisco can be obtained at <http://sfdhr.org/information-about-hiring-process> or hard copy at 1 South Van Ness Avenue, 4<sup>th</sup> Floor.

### **Copies of Application Documents:**

Applicants should keep copies of all documents submitted, as these will not be returned.

### **Right to Work:**

All persons entering the City and County of San Francisco workforce are required to provide verification of authorization to work in the United States.

## BENEFITS

All employees hired on or after January 10, 2009 will be required (pursuant to San Francisco Charter Section A8.432) to contribute 2% of pre-tax compensation to fund retiree healthcare. In addition, most employees are required to make a member contribution towards retirement, ranging from 7.5%-13.25% of compensation. For more information on these provisions, please contact the personnel office of the hiring agency.

For more information about benefits, please [click here](#).

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