

Appointment Type

Permanent Exempt. This position is excluded by the San Francisco 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

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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, as well as agile procurement methods.
5. Excellent communication skills for interacting with a broad group of potential stakeholders such as public officials, industry experts, and members of the general public.