

Wisconsin Elections Commission

Elections Specialist Position
(GIS Elections Specialist)
Position #337590

Position Summary

The Wisconsin Elections Commission is charged under Wisconsin Statutes to administer and enforce Wisconsin's elections laws. A core mission of the Commission is to ensure ongoing and quality education, training, outreach, technical assistance, and advice to municipal clerks, county clerks, and local election inspectors (poll workers) that conduct elections as well as to ensure adherence to, and compliance with Wisconsin election laws and required procedures. Another core function of the Commission is to provide current and accurate information to the public as well as various governmental and other organizations about the State's electoral processes, voting statistics, and trends.

An important aspect of this position is to provide support to Local Election Officials on the use of mapping tools available in the Commission's systems, and to continuously improve the accuracy and currency of Geographic Information Systems (GIS) data within those systems. This includes outreach with local GIS sources, analyzing and maintaining geographic information using standard GIS tools, and assisting local election officials in the use of mapping tools. These duties ensure that residences of voters are included in the correct electoral jurisdictions and their names appear in the proper poll books.

This position participates in developing a protocol to be used by the Election Commission team for delivering education, training and technical assistance to local election officials, and will conduct trainings for users of the statewide voter registration system called WisVote, especially with regard to the use of GIS mapping tools for the administration of elections. This position is responsible for interpreting election laws, administrative rules, and Board policies in carrying out a variety of functions, and will participate in implementing an array of elections program goals and project plans. This position will require occasional travel within Wisconsin from the agency headquarters in Wisconsin.

Goals and Worker Activities

45%

- A. Develop and Utilize Agency's GIS Tools and Provide Education, Support and Technical Assistance to Local Election Officials on the Effective Application and Use of the GIS Technology and WisVote Mapping Tools.**
1. Work with Wisconsin state agency Geographic Information coordinators, county Land Information Offices (LIOs), municipal and county GIS staff, regional planning commissions, University Extension offices, and other geographic organizations to obtain current and accurate geographic information for electoral districts, address points, and other relevant GIS information.
 2. Analyze geographic information obtained by outside sources using standard GIS tools to assess accuracy and usability. Standardize geographic data such that it can be imported into the Commission's systems.

3. Create new geographic information layers using standard GIS tools. Modify geographic information obtained from local sources to create layers for data that is not directly available, and to keep existing layers current and accurate.
4. Work in concert with the Technical Team to load new and updated geographic information into the Commission's systems. Provide quality assurance and troubleshooting of geographic information to ensure accuracy.
5. Coordinate with local GIS sources on corrections and updates to geographic layers, such as annexations, detachments, incorporations, or to resolve incidents reported by local election officials.
6. Maintain currency in knowledge of GIS tools, processes, and best practices. Represent the Commission as appropriate within the GIS community. Participate in GIS associations, consortiums and other forums to maintain relationships within the GIS community.
7. Research and recommend improvements to the mapping tools provided in the Commission's systems including mapping, address validation, and assignment of voters to municipalities and district combinations. Research and recommend GIS toolsets to improve the maintenance of geographic information within the Commission's systems.
8. Provide advanced support to Local Election Officials and users regarding the mapping tools provided in the Commission's systems. Assist in the development and maintenance of training materials to users on the use of mapping tools in the Commission's systems.

45%

B. Provide Technical Assistance to Users of WisVote, the Statewide Voter Registration System

1. Provide technical assistance and customer support to Local Election Officials regarding the effective use of WisVote functionalities and management of WisVote data.
2. Ensure accurate voter and election data by implementing and enforcing sound data quality assurance practices and procedures used by Local Election Officials.
3. Advise and assist county and municipal election officials on the processing, submission and reconciliation of voter participation data.
4. Develop and use existing tools to track WisVote election setup, address maintenance using GIS technologies, the data entry of contests and candidates, absentee ballot issuance, post-election voter participation, and other election management tasks.
5. Assist WisVote users in the development and use of customized reports to meet office needs.

6. Assist WisVote technical staff with the testing of program upgrades and new functionalities.
7. Based on feedback from Local Election Officials, make recommendations for improving WisVote business processes and procedures.

5%

C. Provide Education and Training to Local Election Officials Regarding the Use of WisVote

1. In collaboration with Election Specialist colleagues, periodically survey Local Election Officials' election administration education, training and technical assistance needs.
2. In collaboration with Election Specialist colleagues, develop a protocol to ensure that Local Election Officials comply with requirements of the Help America Vote Act (HAVA) of 2002.
3. Monitor compliance of Local Election Officials with the agency Election Calendar, SVRS Checklists, and election and voter participation data requirements in accordance with established timelines.
4. Monitor and track status of election activities and ensure Local Election Officials' compliance.
5. Consult and collaborate with agency Training Officer to respond to Local Election Officials' training requests.

5%

D. Participate in Implementation of the Agency's Election Administration Plan and Management Goals

1. Assist with carrying out WisVote initiatives and other activities included in the agency's Election Administration Plan and management goals.
2. Analyze proposed legislation to determine impact on the administration and enforcement of election laws.
3. Assist in drafting fiscal analysis and legislative status reports.
4. Develop background information, testimony and other materials for management's response to policy proposals, identifying impacts and consequences of proposed legislation.
5. Draft responses to questions from the Governor's Office, the Legislature, other agencies, and the public involving election administration program implementation.

6. Develop and maintain a high level working knowledge of the Election Division's core business requirements related to both WisVote functionalities and Election Administration tasks and initiatives.
7. Carry out special projects and assignments as directed by supervisor and/or agency management.

Required Knowledge, Skills, and Abilities

1. Knowledge of IS system methodologies, tools and techniques.
2. Ability to develop substantial familiarity with and a working knowledge of election laws, administrative rules and Board policies, methods and procedures as they related to election administration.
3. Knowledge of training techniques. Ability to apply comprehensive knowledge of adult education concepts as well as workplace training theory, principles and practices.
4. Strong analytical and strategic planning skills; ability to plan, organize, prioritize and manage tasks
5. Strong communication skills; ability to speak and write effectively.
6. Ability to work in a team environment and to establish and maintain effective working relationships with fellow employees, administrative officials, election officials, other state agency officials, and the general public.
7. Ability to demonstrate good professional demeanor and a consistently pleasant personality.
8. Proficient in Microsoft Office Suite.
9. Ability to travel as required.

Special Requirements

1. Must possess a valid Wisconsin driver license and meet the State's Risk Management requirements, or have the ability to provide one's own transportation.
2. Must comply with the agency's nonpartisan requirements.