Office of State Budget and Management
Establish New, Receipt-Supported Positions
(S.L. 2008-107)

Agency: State Board of Elections   **Division**:Voting Systems

Budget Code:18025_   **Center Title**: Voter Registration & Voting Systems   **Center Number**:1300

*** Position Information ***

Proposed Classification: Technology Support Analyst   **Proposed Salary Grade**: n/a

Salary Range: $51,375   **Proposed Effective Date**: 09/01/2008

Number of Positions: One

	Center Authorized Budget	**Current Request**
Total Budget	$ 3,661,175	$65,040
Receipts	$3,457,586	$65,040
Appropriation	$ 203,589	$ -0-

Funding Source(s): Maintenance of Effort Funds

Justification for Position (including description of duties and responsibilities):

As technology improves and is applied to the elections process it is mandatory to provide sufficient support to elected officials, candidates, elections officials and voters.

As we approach the 2010 Census and subsequent redistricting, preparation must be made to ensure accurate reporting for precincts/voting tabulation districts while concurrently processing registration of voters and conducting regularly scheduled municipal elections as well as any special elections ordered by appropriate governing bodies. Voting systems and the statewide voter registration system require software updates and accompanying training for users.

This position will be subject to time limited position requirements. The request is for three years with the hope the position can become permanent.

Assist the Voting Systems Director in election coding, testing, set-up, and training related to, voting systems and voting systems software for the successful conduct of all elections in North Carolina. This position will assist the District Election Technicians (DET) in providing on-site training and assistance at County Board of Elections (CBE) during elections and during personnel transitioning. Assist distressed county boards of elections through difficult times.

This is analytical work in providing consultation, support, and/or training to 100 counties using voting systems and voting system software purchased with HAVA funds. The employee may provide technical support of hardware, applications, operating systems and networking. This level requires a broad understanding of a wide variety of technologies to effectively support clients' technical needs.

Employees at this level will work closely with the DET's to insure that each election district receives adequate training and election support.

The employee will interact with a broad range of state and county employees requiring strong communication skills and ability to use a wide variety of technical resources for providing a high level of technical support to counties. The employee will assist county board of elections offices in times of distress caused by the vacancy of the director of elections of other staff members. The employee will provide both routine and non-routine support for a broad range of information related technologies, or may provide in-depth support for a more narrowly defined area of technology. The employee will refer highly complex or difficult technical problems to a DET or other technical resource for that particular technology question.

Provide information and recommendations to the Voting Systems Director and/or DET relative to voting equipment systems, software, and processes for the implementation of certified voting equipment and conduct of all elections conducted in North Carolina.

- Knowledge of electronic voting equipment.
- Experienced in training state and county personnel on voting systems and software.
- Ability to provide Help Desk support for state and county personnel.
- Knowledgeable of HAVA and other federal laws, regulations, and federal Election Assistance Commission (EAC) guidelines pertaining to voting systems and the voting process.
- Knowledge of NCGS 163 and other North Carolina laws, regulations, and State Board of Elections policies, procedures, memorandum, and guidelines pertaining to voting systems and the voting process.
- Experience in or knowledge of design, installation and testing of voting systems, and their operations.
- Experience and knowledge of voting systems hardware, firmware, and software.

Graduation from a two year technical college with a major in computer science, information technology or related area and one year in the information technology field related to the position's role; or graduation from a four year college or university and one year experience in the information technology field related to the position's role; or graduation from a four year college or university with a major in computer science or information technology or related degree. Related information technology experience may be substituted year for year for the required education.

Statutory Reference for Request: GS 163-22 (a) (b) (e) (o); GS 163-132.1B; GS 163-132.3; GS 163-165.3; GS 163-165.6; GS 163-165.7

Presentation to be made by Gary O. Bartlett

Agency Head Signature

State Budget Officer Signature